ORDER

8610.4H

AVIATION MECHANIC EXAMINER HANDBOOK

April 13, 2001

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

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RECORD OF CHANGES

DIRECTIVE NO. 8610.4H

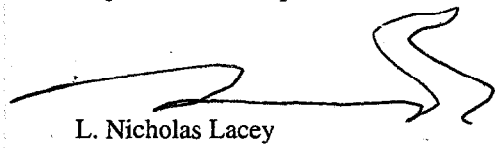
CHANGE TO BASIC	SUPPLEMENTS			OPTIONAL	CHANGE TO BASIC	SUPPLEMENTS			OPTIONAL

FOREWORD

This order is to be used as policy for administering all aviation mechanic oral and practical tests. This order provides standardized procedures which shall be used by persons responsible for administering aviation mechanic oral and practical tests. Compliance with these standardized procedures will assure that applicants meet a satisfactory level of competence and workmanship required for certification. This order stresses the Federal Aviation Administration's (FAA's) policy of placing greater emphasis on the aviation mechanic oral and practical tests. This order does not relieve FAA personnel from the responsibility of instructing and guiding designated mechanic examiners (DME's).

The standardized procedures contained in this order apply to DME's and FAA Aviation Safety Inspectors (Airworthiness) (hereafter referred to as inspectors) authorized to conduct aviation mechanic oral and practical tests. This order supersedes all prior orders concerning the administration of aviation mechanic oral and practical tests. This order also applies to all inspectors who review and approve airmen other than flightcrew member's applications.

Changes to this order and additional instructions will be issued as necessary to meet changing conditions and new regulations or procedures. All persons issued this order will be expected to insert changes as they are received.



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CHAPTER 1. INTRODUCTION

1-1. PURPOSE.

a. This order is to be used as policy for administering all aviation mechanic oral and practical tests. This order provides standardized procedures which shall be used by persons responsible for administering aviation mechanic oral and practical tests. Compliance with these standardized procedures will assure that applicants meet a satisfactory level of competence and workmanship required for certification. This order stresses the FAA's policy of placing greater emphasis on the aviation mechanic oral and practical tests. This order does not relieve FAA personnel from the responsibility of instructing and guiding Designated Mechanic Examiners (hereafter referred to as DME's).

b. The standardized procedures contained in this order apply to DME's and FAA Aviation Safety Inspectors (Airworthiness) (hereafter referred to as inspectors) authorized to conduct aviation mechanic oral and practical tests. This order supersedes all prior versions of this order. When differences in guidance appear between this order and FAA Order 8300.10, Airworthiness Inspector's Handbook, volume 2, chapters 22 and 23, the document with the most current revision date should be used. This order also applies to all inspectors who review and approve airman applications for mechanic certificates.

1-2. DISTRIBUTION. This order is distributed to the division level in the Flight Standards Service and regional Flight Standards Divisions; to all Flight Standards District Offices (FSDO's) and International Field Offices (IFO's); and to all DME's.

1-3. CANCELLATION. This order cancels Order 8610.4G, Aviation Mechanic Examiner Handbook, dated July 13, 1999.

1-4. EXPLANATION OF CHANGES. This order contains the following revisions:

a. Chapter 1, paragraph 1-1b. Clarifies use of most current orders when differences in guidance appear.

b. Chapter 2, paragraph 2-1a. Broke this paragraph and made part of it paragraph 2-1b.

c. Chapter 2, paragraph 2-1b. Adds this paragraph to clarify the renewal and/or reinstatement information.

d. Chapter 2, paragraph 2-1c. This paragraph becomes paragraph 2-1c. after the addition of information clarifying renewal and/or reinstatement information.

e. Chapter 2, paragraph 2-2g. Provides further explanation of "adequate" equipment required for a fixed base of operation.

f. Chapter 3, paragraph 3-1d. Adds the following sentence, "However, the DME must ensure the applicant has been authorized to test by the DME's supervising FSDO."

g. Chapter 3, paragraph 3-5a. Provides additional guidance concerning inspector training. Incorporates HBAW 99-18.

h. Chapter 4, paragraph 4-2. Clarifies information for DME's affiliated with an AMTS.

i. Chapter 4, paragraph 4-2b. Provides additional limitations on examiners, excluding them from having any relationship to the computer knowledge test process.

j. Chapter 4, paragraph 4-2j. Adds a paragraph to reflect additional DME limitations.

k. Chapter 4, paragraph 4-2k. Adds a paragraph to discuss temporarily suspending a test.

l. Chapter 5, paragraph 5-1d. Provides further guidance concerning the appropriate length of time for an oral and practical test.

m. Chapter 5, paragraph 5-2a.(2)(a). Replaces the words "graduates/applicants" with "graduates."

n. Chapter 5, NOTE after paragraph 5-2a.(2)(a)3. Revises the first sentence from "...taking the written oral and practical tests from..." to ...taking the written or oral and practical tests from..."

o. Chapter 5, NOTE after paragraph 5-2c.(1). Clarifies information for completing block V of FAA Form 8610-2.

p. Chapter 5, paragraph 5-4a.(7). Adds this paragraph which states the applicant must be able to successfully answer oral questions without the use of reference materials.

q. Chapter 5, paragraph 5-4b.(8). Adds this paragraph which limits the amount of reference material the applicant can use during a practical test.

r. Chapter 5, paragraph 5-8c. Removed the following sentence: "DO NOT hold the file until retesting." To emphasize the importance of this information, it is now a NOTE after paragraph 5-8c.

s. Chapter 5, NOTE after paragraph 5-8c. Adds the following NOTE to emphasize the importance of this information: "**NOTE:** Do **NOT** hold the file until retesting."

t. Appendix 1, Figures 1-1 through 1-5. Changes all dates to reflect eight-digit numerical characters instead of six-digit numerical characters.

u. Appendix 1, Figure 1-6. Removes the telephone number from the REMARKS area. Changes all dates to reflect eight-digit numerical characters instead of six-digit numerical characters.

v. Appendix 1, Figure 1-7. Changes all dates to reflect eight-digit numerical characters instead of six-digit numerical characters.

w. Appendix 1, Figure 1-8. Removes the telephone number from the REMARKS area. Changes all dates to reflect eight-digit numerical characters instead of six-digit numerical characters.

x. Appendix 1, Figures 1-9 and 1-10. Changes all dates to reflect eight-digit numerical characters instead of six-digit numerical characters.

y. Appendix 1, Figure 1-11. Removes the Social Security Number from the example of FAA Form 8060-4, Temporary Airman Certificate. Changes all dates to reflect eight-digit numerical characters instead of six-digit numerical characters.

z. Appendix 1, Figure 1-12. Changes all dates to reflect eight-digit numerical characters instead of six-digit numerical characters.

aa. Appendix 2, Item 1.f. Changes all dates to reflect eight-digit numerical characters instead of six-digit numerical characters.

bb. Appendix 2, Item 4.c.(1). Changes all dates to reflect eight-digit numerical characters instead of six-digit numerical characters.

cc. Appendix 2, Item 4.k.(1). Changes the "field length" to "33 characters."

dd. Appendix 2, NOTE after Item 5.a.(4). Changes all dates to reflect eight-digit numerical characters instead of six-digit numerical characters.

ee. Appendix 2, Item 5.b.(5). Changes all dates to reflect eight-digit numerical characters instead of six-digit numerical characters.

ff. Appendix 2, Item 6.b.(3)(a). Changes all dates to reflect eight-digit numerical characters instead of six-digit numerical characters.

gg. Appendix 2, Item 8.b. Changes all dates to reflect eight-digit numerical characters instead of six-digit numerical characters.

hh. Appendix 2, Item 10.b.(1). Changes all dates to reflect eight-digit numerical characters instead of six-digit numerical characters.

ii. Appendix 4, Item II. D. Adds the words "and Nonmetallic Structures" to include the most current information.

jj. Appendix 4, Item V. L. Adds the words "and Starting Systems" to include the most current information.

kk. Appendix 4, Item V. O. Adds the words "and Engine Airflow Systems" to include the most current information.

ll. Appendix 4, Item V. Q. Adds the words "and Reverser" to include the most current information.

mm. Appendix 4, Item V. T. Adds "T. Turbine Powered Auxiliary Power Units" to include the most current information.

1-5. GENERAL.

a. The procedures contained in this order apply to DME's and to inspectors authorized to conduct aviation mechanic oral and practical tests. The tests, in three separate booklets, consist of oral questions and practical projects in each of the five sections:

(1) I—GENERAL.

(2) II—AIRFRAME STRUCTURES.

(3) II—AIRFRAME SYSTEMS AND COMPONENTS.

(4) IV—POWERPLANT THEORY AND MAINTENANCE.

(5) V—POWERPLANT SYSTEMS AND COMPONENTS.

b. Each section has from 3 to 12 subject areas. Each subject area has from 10 to 20 oral questions and practical projects. Section I, General, is required for either the airframe or powerplant rating and applies to both. Sections I, II, and III are required for the airframe rating. Sections I, IV, and V are required for the powerplant rating. See chapter 5, paragraph 5-1h for information concerning previously passed Section I, General.

1-6. FAA MECHANIC CERTIFICATION POLICY. Greater emphasis must be placed on the aviation mechanic oral and practical tests to determine if an applicant's performance is acceptable or unacceptable. The primary discriminator in the aviation mechanic

certification process is the oral and practical test. The level of basic aviation mechanic skills desired by the FAA will be assured if a standard grading criterion is used to evaluate applicants and if the tests are conducted with objectivity. Each applicant who passes the oral and practical tests will have shown the ability to demonstrate basic mechanic skills in all subject areas and sections required for the rating sought.

1-7. DESIGNATIONS ISSUED. The following mechanic examiner designations are issued:

a. Airframe (A). Conducts aviation mechanic airframe rating oral and practical tests as well as the General oral and practical test, when required.

b. Powerplant (P). Conducts aviation mechanic powerplant rating oral and practical tests as well as General, when required.

c. Airframe and Powerplant (A and P). Conducts aviation mechanic airframe and powerplant ratings oral and practical tests as well as General, when required.

1-8. DESIGNEE MATERIALS. The supervising FSDO or IFO shall provide each designee with supplies appropriate to the designation. The following supplies are necessary for the performance of DME duties and must be returned to the supervising FSDO or IFO when the designation is surrendered or terminated. Designee materials should be issued at the time of selection by the supervising FSDO or IFO.

a. Order 8610.4H, Aviation Mechanic Examiner Handbook.

b. Aviation Mechanic General Oral and Practical Test.

c. Aviation Mechanic Airframe Oral and Practical Test.

d. Aviation Mechanic Powerplant Oral and Practical Test.

NOTE: Oral and practical test booklets will be obtained by the supervising FSDO or IFO from Printing and Distribution Branch (AMI-700B) located in Oklahoma City, Oklahoma.

e. FAA Form 8610-2, Airman Certificate and/or Rating Application, (Stock No. 0052-00-026-8004).

f. FAA Form 8060-4, Temporary Airman Certificate (Stock No. 0052-00-049-5001).

g. FAA Form 337, Major Repair and Alteration (Stock No. 0052-00-025-8000).

h. Title 14 of the Code of Federal Regulations (14 CFR) Part 65, Certification: Airmen Other Than Flight Crewmembers.

i. 14 CFR Part 183, Representatives of the Administrator.

1-9. SECURITY. Each DME is responsible for establishing and carrying out appropriate security procedures.

a. Importance of Security. The security of the aviation mechanic oral and practical test booklets is important to prevent compromise and to ensure that airman applicants meet the aeronautical skill standards for aviation mechanic certificates and ratings. The contents of the oral and practical test booklets shall not be deliberately given to persons who are not authorized representatives of the Administrator. Any public request for material in the test booklet should be referred to the supervising FSDO or IFO.

(1) Oral and practical test booklets may bear the DME's name, address, or any other identifying markings.

(2) The oral and practical test booklets may be reassembled, marked, highlighted, or notated by the DME as necessary to make it a convenient, functional document.

(3) If an oral and practical test booklet is lost, stolen, destroyed, or becomes unusable, the DME must immediately notify the supervising FSDO or IFO.

b. FAA Form 8060-4. The DME must ensure adequate security of FAA Form 8060-4.

1-10. INFORMATION CURRENCY.

a. Any deficiencies found, clarifications needed, or improvements to be suggested regarding the content of this order shall be forwarded for consideration to: FAA; **ATTN: Designee Standardization Branch (AFS-640);** P.O. Box 25082; Oklahoma City, OK 73125-0082. Your assistance is welcome. FAA Form 1320-19, Directive Feedback Information, is attached to this order for your convenience. If an interpretation is urgently needed, call the originating office, AFS-640, for guidance at (405) 954-4220. Please use the attached FAA Form 1320-19 as a followup to any verbal conversation.

b. Use the "Other Comments" block on FAA Form 1320-19 to provide a complete explanation of why the suggested change is necessary. However, you may correct, as necessary, a copy of the pertinent information, or provide a handwritten note for consideration.

CHAPTER 2. SELECTION AND DESIGNATION OF DME'S

2-1. SELECTION.

a. Applicants for a DME are selected by supervising FSDO's or IFO's when the need for a DME has been recognized. Careful consideration is given to the recommendations of repair station operators, FAA-certificated Aviation Maintenance Technician Schools (hereafter referred to as AMTS's), airport managers, air carrier or air taxi operators, and other knowledgeable members of the aviation community. FAA Form 8110-28 shall be completed by the applicant. The FAA Form 8110-28 will be sent to the National Examiner Board (NEB) for review of general qualifications. If general qualifications are met, the applicants will be ranked against other applicants by the NEB. The applicant will then be notified by the NEB to take a computer knowledge test. Once the computer knowledge test is successfully completed, the applicant officially becomes a candidate and is placed in the candidate pool. The FSDO or IFO will notify the NEB when a need for a DME exists.

b. Examiners applying for reinstatement shall submit the completed application form directly to the designating FSDO or IFO. Reinstatement shall be accomplished only by the FSDO or IFO that previously had jurisdiction over the applicant. Former designees who relocate to another FSDO or IFO and request reinstatement shall be treated as initial applicants and will be required to submit an application to the NEB for initial evaluation and recommendation. Examiners holding a valid and current designation who wish to relocate to a different geographical area, providing there is no break in service and the receiving FSDO or IFO agree to the transfer, may do so without applying to the NEB. However, the examiner shall submit a new application to the receiving FSDO or IFO.

c. A DME may be designated to serve outside the U.S. provided such designation will serve U.S. citizens abroad and the DME's activities can be properly supervised by a supervising IFO. Limitations may be placed on the DME as provided by current FAA policy regarding the certification of airmen outside the U.S.

2-2. GENERAL REQUIREMENTS FOR DESIGNATION.

a. A minimum age of 23 years.

b. Show evidence of a high level of aeronautical knowledge in the subject areas required for aviation mechanic certification in both reciprocating and turbine engine aircraft.

c. Have held a valid aviation mechanic certificate for 5 years with the rating(s) for which a designation is to be issued. When eligible persons are not available, the 5-year requirement may be reduced to 3 years if the prospective designee meets all other requirements and possesses above-average technical qualifications.

d. Have been actively exercising the privileges of a valid aviation mechanic certificate for 3 years immediately prior to designation.

e. Have a good record as an aviation mechanic and a person engaged in the industry and community with a reputation for honesty and dependability.

f. Have satisfactorily completed the Initial Technical Personnel Examiner Standardization Seminar before his or her appointment as a DME.

g. Have a fixed base of operation adequately equipped to test at least 25 percent of all level 1, level 2, and level 3 practical projects in each subject area. These projects and their assigned levels are listed in the Oral and Practical Test Guides for the General, Airframe, and Powerplant ratings. Inspectors must carefully consider this issue prior to designating or renewing an examiner.

(1) The fixed base of operation, equipment, and materials must be adequate for an applicant to demonstrate the basic skills for the rating sought. The supervising FSDO or IFO will monitor the status of equipment periodically to insure compliance.

(2) Airworthy aircraft, other aircraft, aircraft subassemblies, operational mockups, or other aids may be used for testing airman applicants.

(3) Tools, equipment, materials, current publications, and necessary apparatus required to complete a project assignment must be the type recommended by aircraft manufacturers or accepted in the aviation industry.

(4) An applicant must be tested in each subject area; therefore, each fixed base of operation must have equipment and materials to support testing in at least 25 percent of each subject area for level 1, level 2, and level 3 practical projects for the designation sought. This includes both reciprocating and turbine engine aircraft.

2-3. DELEGATION/RECISION OF A DME AUTHORIZATION.

Title 49, U.S. Code Section 44702, as amended, empowers the Administrator to delegate to private persons any function relating to the examination, inspection, and testing of airman applicants, subject to

any regulation, supervision, and review which the Administrator may prescribe. Under Title 49, U.S. Code Section 44702 and FAA directives, the Administrator may rescind any such delegation at any time and for any reason deemed appropriate. The Administrator may determine that such a delegation should not be renewed for any reason deemed appropriate.

a. Proposed termination or nonrenewal. The FSDO or IFO should provide the DME with notice and an opportunity to respond to a proposed action to terminate or to nonrenew a designation. Designations are terminated under the general conditions contained in 14 CFR part 183, section 183.15(d).

b. Notification. The designee should be notified in writing of the reason(s) for the proposed action. The reason(s) cited should be as specific as possible. The notification should cite any applicable rule and/or handbook guidance. When the reasons are supported by examples of unacceptable conduct, examples should be stated. The reasons cited may be supported by documented surveillance or the results of other investigations; however, supporting documents will not be included with the notification to the DME.

c. Option to respond. The written notification should give the designee the option to respond in writing or in person. The designee may elect to be accompanied by counsel if responding in person. A record may be made of any meeting held.

(1) The record of any meeting with the DME may be in the form of notes taken by a secretary during the meeting, a summary written by the staff of the FSDO or IFO after the meeting, or another method.

(2) A copy of the record should be sent to the DME by the supervising FSDO or IFO. The DME may submit comments or propose corrections to the record.

d. FSDO or IFO manager's decision. The FSDO or IFO manager's decision regarding the termination or nonrenewal of a designation should be provided to the DME in writing. The written notification to the DME should indicate the reasons for the termination or nonrenewal. The DME may request a review of the matter by the regional Flight Standards division manager. If the DME wishes to have the regional Flight Standards division manager review the matter, the DME must make the request for the review in writing or in person within 10 days of receipt of the written notification of the FSDO or IFO manager's decision.

e. Division manager's decision. If the DME requests a review by the regional Flight Standards division manager, the DME should be advised that the division manager's decision is final. The DME will be notified of the division manager's decision and the reasons for that decision.

2-4. TERMINATION. Termination of a DME's designation for reasons other than insufficient need for the DME's services should be initiated when other means of ensuring the DME's conformance to standards are unsuccessful, unfeasible, or inappropriate.

a. Reasons for termination. A designation is terminated by the Administrator for any of the following reasons:

(1) For any reason the Administrator considers appropriate;

(2) Upon the written request of the DME;

(3) When there is no longer a need for the DME's services; and

(4) Upon a finding by the Administrator that the DME has not properly performed the DME's duties.

b. Examples. The following are examples of deficiencies in a DME's duties:

(1) Unsatisfactory performance in any phase of DME duties or responsibilities, including the inability to accept or carry out the supervising FSDO's or IFO's instructions;

(2) Any actions by the DME that may reflect discredit on the FAA, such as misuse of the designation or failure to maintain a reputation for integrity and dependability in the industry and the community;

(3) The inability of the DME to work harmoniously with FSDO or IFO personnel or the public;

(4) Evidence that the DME's general and/or professional qualifications and requirements were not met at the time of the original designation or at any time thereafter;

(5) A DME's inability to demonstrate satisfactory performance during a knowledge and skill evaluation or during an initial or recurrent examiner seminar; or

(6) A DME's failure to maintain, or inability to demonstrate, qualifications for any certificate, rating, or designation held.

c. Documentation. Deficiencies in a DME's performance should be documented by the FSDO or IFO. The DME should be notified of these deficiencies and given an opportunity to correct the deficiencies within a 90-day period. The DME should be advised by the FSDO or IFO that continued poor performance constitutes grounds for termination of the DME's designation.

d. Voluntary surrender. A DME may voluntarily surrender a designation at any time. This voluntary surrender should be made in writing and be accompanied by the DME's FAA Form 8430-9, Certificate of Authority.

CHAPTER 3. DME TRAINING, SUPERVISION, AND RENEWAL

3-1. TRAINING. Prospective DME's shall satisfactorily complete the Initial Technical Personnel Examiner Standardization Seminar before initial designation. Following the standardization seminar, the DME shall be coached by personnel from the supervising FSDO or IFO in all procedures relevant to the DME's duties. The assigned inspector from the supervising FSDO or IFO shall be present during the first oral and practical tests conducted by the DME to provide guidance and training, and to inform the DME of the proper test procedures. Specific items of emphasis during the period of training and indoctrination are:

a. Direction and Guidance. The DME is expected to call upon the supervising FSDO or IFO for advice and guidance, as necessary, for the performance of assigned responsibilities in accordance with prescribed procedures.

b. Reference Materials. The DME is expected to have ready access to current Title 14 of the Code of Federal Regulations (14 CFR) appropriate to aviation mechanic certification.

c. Instruction. The DME shall receive specific instructions from the supervising FSDO or IFO in the proper conduct of oral and practical tests, the execution of the necessary forms, and the proper routing of certification files. The supervising FSDO or IFO and/or the Designee Standardization Branch, AFS-640, should resolve DME questions on issues which are not made clear in this order.

d. Availability. DME's are expected to make DME services available to all applicants on an equitable basis regardless of who trained the applicant or the applicant's geographic area of residence. However, the DME must ensure the applicant has been authorized to test by the DME's supervising FSDO.

e. Professional Conduct. Each DME must represent the Administrator in a manner which will reflect credit on the FAA and must exercise care with respect to the applicant as follows:

(1) Honor appointments made as promptly as possible.

(2) Arrange to conduct the oral test in private with the applicant.

(3) Give undivided attention to the applicant during the testing period.

(4) Assure that discussion following any test is private and is confidential.

f. Proficiency. A DME must maintain a high degree of knowledge in the subject areas required for aviation mechanic certification and evaluation techniques.

3-2. RECURRENT TRAINING. Each DME is encouraged to attend safety meetings, aviation mechanic seminars, and other programs contributing to the techniques of aircraft maintenance. The DME's shall schedule themselves once every 2 years for a Recurrent Technical Personnel Examiner Standardization Seminar and notify the supervising FSDO or IFO. Satisfactory completion of the Initial Technical Personnel Examiner Standardization Seminar is a prerequisite for enrollment in a Recurrent Technical Personnel Examiner Standardization Seminar. Attendance at a Recurrent Technical Personnel Examiner Standardization Seminar is mandatory.

3-3. SUPERVISION. Each DME operates under the direct supervision of the FSDO or IFO which holds the designation file.

a. Inspectors who supervise the activities of DME's will always welcome the opportunity to discuss procedures and standards with DME's upon request to resolve any questions.

b. Inspectors who supervise the activities of DME's will observe each new DME conducting oral and practical tests to determine that the DME is familiar with current procedures and standards.

c. When performance of a mechanic who has been tested by a DME is found unsatisfactory, or other evidence reveals deficient performance by the DME, a check of the DME's aeronautical knowledge and certification procedures will be requested by the supervising FSDO or IFO.

d. DME's shall submit certification files to the supervising FSDO or IFO regardless of test results (pass, fail, or test not completed) **within 5-calendar days** of test date.

3-4. EXPIRATION. All designations expire on October 31 of each year. Those issued in October will expire the following October. The expiration date is shown on FAA Form 8430-9, which is issued to each DME.

3-5. RENEWAL. A designation will be renewed when the supervising FSDO or IFO has determined that a need still exists for a DME and that the DME meets all the requirements for renewal. The DME shall be notified, and a new FAA Form 8430-9 will be issued. Renewal of DME's is not automatic. Renewal may be denied for any reason listed in paragraph 2-4.

a. A meeting of DME's shall be held by each supervising FSDO or IFO annually to discuss DME procedures, problems, and designation renewal. At the discretion of the manager of the supervising FSDO or IFO, this meeting may be held in conjunction with the Recurrent Technical Personnel Examiner Standardization Seminar. All FSDO or IFO inspectors having authority for DME's or who approve or review airman applications shall attend the Recurrent Technical Personnel Examiner Standardization Seminar. All FSDO or IFO inspectors assigned as DME focal points shall attend the Initial Technical Personnel Examiner Standardization Seminar.

b. The requirements, as listed in paragraph 2-2, for the designation must be maintained by each designee when conducting tests.

c. All DME's must have satisfactorily completed the Initial Technical Personnel Examiner Standardization Seminar.

d. In addition to completion of the Initial Technical Personnel Examiner Standardization Seminar, DME's must have satisfactorily completed a Recurrent Technical Personnel Examiner Standardization Seminar within the preceding 2 years. If necessary, the supervising FSDO or IFO may extend the 2-year recurrent training requirement. However, this extension shall not exceed 12 additional months. DME's shall schedule themselves for recurrent training.

e. A completed renewal file shall be presented by the DME to the supervising FSDO or IFO 45 days prior to renewal. It is the responsibility of the DME to complete the file for renewal which shall include:

(1) A current FAA Form 8430-9, Certificate of Authority.

(2) A record of all oral and practical tests conducted since the issuance or last renewal of the DME designation.

(3) A certificate of training showing the DME successfully completed a Recurrent Technical Personnel Examiner Standardization Seminar.

(4) A new FAA Form 8110-28 with blocks 1, 2, 4, 5, 6, 7, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, and 22 completed.

NOTE: The DME shall meet the requirements of paragraph 2-2g to be renewed.

f. The supervising FSDO or IFO will approve the application for renewal by completing the appropriate blocks on page 4 of FAA Form 8110-28.

(1) Action: Select "Renewal."

(2) Date: Enter date.

(3) The DME continues to meet the criteria for the original designation. Select "YES."

(4) The DME meets the criteria for the additional authorization sought. Select "NOT APPLICABLE."

(5) There is a need for the DME's services. Select "YES."

(6) Inspector's Recommendation: Select "APPROVE."

(7) Supervising Flight Standards District Office Action: Select "APPROVE."

(8) Remarks: Enter remarks.

(9) Return to center of page 4, to the block which reads Principal Maintenance Inspector Signature: Enter signature.

(10) Date: Enter date.

(11) Supervising Flight Standards District Office Management Action: Select "APPROVE."

(12) Remarks: Enter remarks.

(13) Manager, Flight Standards District Office Signature: Enter signature.

(14) Date: Enter date.

g. After completing the application for renewal, FSDO or IFO personnel will:

(1) Retain the completed application for the office files.

(2) Enter the information into the Vital Information System (VIS), and verify that the information is correct. If you have any questions, you may contact the Aviation Data Systems Branch, AFS-620.

3-6. KNOWLEDGE AND SKILL. The determination that the DME's knowledge and application of current procedures and standards are adequate for renewal of the designation may be based upon the DME's attendance at a meeting or seminar conducted for the purpose of standardization. At the discretion of the supervising FSDO or IFO, observation by an appropriately-rated inspector of a DME's conduct of an oral and/or a practical test may be required. It is important for a DME to require a level of competency high enough to ensure that safety will not be compromised, yet one that can be realistically met by qualified applicants.

CHAPTER 4. DME PRIVILEGES AND LIMITATIONS

4-1. PRIVILEGES. A DME is authorized to:

a. Accept FAA Form 8610-2, for aviation mechanic certificates and ratings.

b. Conduct aviation mechanic oral and practical tests appropriate to FAA Form 8430-9, held by the DME.

c. Charge each applicant a reasonable fee. The examiner should make sure the applicant understands all fees that will be charged, including the fee for retesting after failure, before the DME accepts an FAA Form 8610-2.

d. Issue temporary aviation mechanic certificates to applicants who have been tested and found qualified for the certificate or rating sought. This privilege may be retained by the supervising FSDO or IFO.

4-2. LIMITATIONS. DME's affiliated with an AMTS may test two applicants at a time provided they are either students (14 CFR part 65, section 65.80) or graduates of that AMTS. Any DME testing applicants, other than those listed above, may only test one applicant at a time. In addition, no DME shall:

a. Conduct oral and practical tests at locations not listed as a base of operation on the current FAA Form 8430-9 held by the DME, unless authorized by the supervising FSDO or IFO.

b. Conduct or monitor any portion of computer knowledge tests.

c. Reissue or amend any expired FAA Form 8060-4, Temporary Airman Certificate.

d. Endorse, amend, alter, or issue any permanent airman certificate.

e. Exempt any applicant from testing in all subject areas in sections required for the rating sought.

f. Combine teaching with testing during the testing of an applicant.

g. Conduct oral and practical tests unless an applicant presents proof of eligibility as prescribed in 14 CFR part 65.

h. Conduct oral and practical tests at the base of operation that appears on the DME's FAA Form 8430-9 if the base is not adequately equipped with available equipment and material when the tests are conducted.

i. Conduct oral and practical tests unless the applicant has passed the required tests, except for mechanic applicants authorized in accordance with section 65.80.

j. Conduct any oral and practical tests unless the FSDO having surveillance authority over the DME has authorized the applicant to test in that district. This authorization must take place by affixing an appropriate signature on FAA Form 8610-2, Airman Certificate and/or Rating Application, or through other written means if the application has already been authorized by an inspector in another geographic location.

k. Temporarily suspend a test to allow the applicant further study, then continue the same test at a later time.

4-3. GEOGRAPHICAL AREA.

a. DME's wanting to administer oral and practical aviation mechanic tests outside the geographical area of the DME's supervising FSDO or IFO shall:

(1) Request authorization in writing from the supervising FSDO or IFO and the FSDO or IFO in the district where the tests will be conducted.

(2) Provide these FSDO's or IFO's with the date and address of the testing site in writing.

(3) Make the request in a timely manner prior to the test date.

(4) Arrange for and prove to the FSDO or IFO in the district where the temporary test site is located that the DME has available adequate facilities, equipment, current publications, and materials for testing applicants to demonstrate the basic skills necessary for the certificate and/or rating(s) sought.

b. When permission is granted to the DME to administer oral and practical tests in the area of jurisdiction of another FSDO or IFO:

(1) The DME then comes under the jurisdiction of that FSDO or IFO.

(2) Certification files must be submitted to that FSDO or IFO.

c. Requests for testing outside the DME's respective regional geographic area will be denied.

CHAPTER 5. CONDUCTING AND GRADING TESTS

5-1. PREPARATION. DME's shall notify the supervising FSDO or IFO prior to conducting all oral and practical tests. **The supervising FSDO or IFO may establish specific procedures for this notification.** Plan ahead! Since applicants may have widely differing backgrounds, it will be necessary to review the applicant's experience in order to select appropriate oral questions and practical projects. Try to ask questions and assign projects that will be fair and yet cover all subject areas necessary for certification.

a. A reasonable fee may be charged each applicant for the DME's service in administering the oral and practical tests, for handling the forms and reports incident to the issuance of an aviation mechanic certificate, and for the use of the DME's facilities, equipment, and materials. A mutual understanding and agreement of the total fee to be charged for the DME's services should be reached before the tests are begun. An agreement in writing may be to the advantage of both the DME and the applicant.

b. The questions and projects listed in the aviation mechanic oral and practical test booklets should be used to administer the oral and practical tests. Substitute questions and projects covering the same general area may be used if necessary because of differences in available equipment, applicant experience, etc. In such cases, the inspector or DME may use a substitute question, with appropriate current published reference for verification of the correct answer or a practical project to which they have assigned a Level, a Given, and a Performance Standard. The Performance Levels, along with examples of a Given and Performance Standards are explained on pages ii and iii of each oral and practical test booklet.

c. Test in each subject area of each section required for the rating sought, one-third of the section must be level 1 or higher, one-third must be level 2 or higher, and one-third must be level 3, even though the applicant may not have used some of the skills in past or present jobs. An applicant must be able to show satisfactory performance in each subject area in each section.

d. There is no standard length of time prescribed for aviation mechanic oral and practical tests. However, the testing period must be long enough to make a valid determination in each subject area for the rating sought. Appropriate time must be taken to assure that at least four oral questions and one practical project have been completed for each subject area for the rating sought. Before starting the test, advise the applicant when the day's activities will be terminated and when testing will be resumed if more than 1 day is needed.

e. Two originals of FAA Form 8610-2, Airman Certificate and/or Rating Application, must be received from the applicant before testing is begun. FAA Form 8610-2 shall be completed in accordance with Appendix 2, Instructions for Completing FAA Form 8610-2, Airman Certificate and/or Rating Application, found in this order. The DME or inspector should provide FAA Form 8610-2 and give detailed instructions for completing it correctly. (The inspector or DME shall copy appendix 2 of this order and provide it to the applicant until FAA Form 8610-2 is revised with written instructions attached.) The applicant must be advised to read the supplemental information attached to FAA Form 8610-2. (See appendix 1 for examples.)

> **NOTE:** All signatures shall be original, in dark ink, with the name printed in dark ink or typed below or next to the signature.

f. Progressive tests shall not be given. Although it may be necessary to continue a test for more than 1 day, tests shall not be allowed to continue for long periods of time. Progressive testing is defined as testing which is continued for more than four sessions in a 4-day period. Temporarily suspending the test to allow the applicant further study is not allowed. Both the applicant and the examiner should plan the testing times so that as much as possible of the test will be completed once it is started.

g. Should the test not be completed in the allotted timeframe, the examiner will correctly mark both FAA Forms 8610-2 (two originals) (on the reverse side) for the subject areas completed. Subject areas not completed will NOT be marked as a failure on FAA Form 8610-2 (two originals). In addition, a statement will be placed in the REMARKS area indicating why the test was not completed. This incomplete test file will be forwarded to the supervising FSDO or IFO **within 5-calendar days.** A retest for the subject areas not completed should, when practical, be scheduled at the time the test is discontinued. This retest will be treated as if the applicant had failed those portions not tested (see paragraph 5-2(c) and (d)).

h. The General Section of the Tests. An applicant is not required to take Section I, General, of an oral or practical test for a mechanic rating if it was previously passed. Proof of passing may be in the form of:

(1) A mechanic certificate with the alternate rating; or

(2) FAA Form 8610-2 that shows Section I, General, has been passed within the preceding 24-calendar months (although other sections may not have been passed).

5-2. APPLICANT ELIGIBILITY. Applicants will be required to furnish identification with a photograph and a signature. If FAA Form 8610-2 is completed at a FSDO or IFO, the approving inspector will record the method of identification (i.e., drivers license, passport, military identification) in the REMARKS area of FAA Form 8610-2. The DME will verify the applicant's identification prior to testing. If means of identification was provided in the REMARKS area, the DME will verify the identification and initial the inspector's entry. (Sample entry: Oklahoma Driver License No. 123456789.) However, if the means of identification was not previously entered, in the REMARKS area, the DME will make the entry in the REMARKS area. (See appendix 1, figures 1-5, 1-6, and 1-7.) The responsibility for ensuring applicants meet the English language requirements is shared by the aviation schools, designated examiners, and aviation safety inspectors. Ultimately, the designated examiner and aviation inspector are required to evaluate each applicant's eligibility, including English fluency, prior to beginning the practical test or accepting an application for an airman certificate or rating. Advisory Circular (AC) 60-28, English Language Skill Standards Required By 14 CFR Parts 61, 63, and 65, provides guidance for airman applicants, designated examiners, and aviation safety inspectors in determining English language skills required for airman certification.

a. Original FAA Form 8610-2.

(1) All applicants claiming civilian and/or military experience as a basis for qualification, must have the experience evaluated and verified by an inspector before taking the required test. The inspector may, as a matter of office procedures, reproduce and retain copies of FAA Form 8610-2 and documented evidence presented by the applicant. The inspector will:

(a) Evaluate the experience documents and verify them, if necessary.

(b) Have the applicant complete FAA Form 8610-2 (two originals). (See appendix 1, figures 1-1, 1-2, 1-3, and 1-4 for examples.) Provide a copy of appendix 2 to the applicant. Instruct the applicant to read the "Privacy Act Information" area of FAA Form 8610-2. Instruct the applicant to detach the "Privacy Act Information" area of FAA Form 8610-2.

(c) Review FAA Form 8610-2 for completeness, sign and complete block V of FAA Form 8610-2 (both originals), and return them if the applicant meets the experience requirements. All experience documents shall be returned to the applicant. Both originals will be retained by the applicant to present to a DME or inspector for the oral and practical tests.

(d) Only inspectors who hold the mechanic certificate with an A & P rating are authorized to review and endorse block V of FAA Form 8610-2.

NOTE: 14 CFR part 147 school graduates may take knowledge test upon presenting an appropriate graduation certificate or certificate of completion to an affiliated test center. Other applicants may take the appropriate mechanic test upon presenting an FAA Form 8610-2 that indicates the test(s) authorized to be administered, "lining through" or "blacking out" the test(s) NOT authorized, and block V shall be endorsed by an inspector.

(2) Applicants attending or graduating from an approved AMTS.

(a) Graduates from AMTS's having affiliated DME's need not present the graduation certificate or certificate of completion, appropriate to rating sought, to the local inspector prior to taking the computer knowledge test and oral and practical tests provided:

1 The AMTS has an affiliated computerized testing center and an affiliated DME, and the tests are given by the affiliated examiners.

2 The AMTS has established a procedure acceptable to the supervising FSDO having jurisdiction over the AMTS. This procedure will require that the AMTS provide a certified list of graduates to the FSDO and to each of the AMTS's affiliated computerized testing centers, and DME's. The list must be available prior to the computerized testing center or DME's administering the appropriate test(s). Also, the AMTS will maintain and provide a current list of affiliated computerized testing centers and DME's to the FSDO.

3 The AMTS's certified list shall contain the names and addresses of graduates, graduation dates, and the curriculum from which the applicant graduated (i.e., airframe, powerplant, or airframe and powerplant combined). The list will reflect a statement

certifying these graduates and will be signed and dated by an authorized AMTS official.

> **NOTE:** Graduates taking the written or oral and practical tests from examiners, other than those affiliated with the AMTS, must present a graduation certificate or certificate of completion to an inspector or properly trained Aviation Safety Technician (AST) prior to testing. This also applies to nonaffiliated computerized testing centers. (The inspector or AST must review the documents, complete block V, and sign block V. This authorizes the AMTS graduate to be tested by other than an AMTS-affiliated examiner.)

(b) Affiliated AMTS DME's may administer oral and practical tests to graduates/applicants, without an FAA signature in block V of FAA Form 8610-2 only when a graduation certificate or certificate of completion is presented and the AMTS provides the DME with the certified list of graduates.

(c) Applicants must complete FAA Form 8610-2 (both originals).

(d) Affiliated DME's are required to review FAA Form 8610-2 to determine and assure that it is complete and correct, and should verify that the applicant meets the requirements of 14 CFR part 65, section 65.11, 14 CFR part 65, section 65.12, and 14 CFR part 65, section 65.71, prior to issuing FAA Form 8060-4. The applicant will present appropriate computerized test report(s). All sections of the computer knowledge test must have been passed within the previous 24-calendar months except when the applicant is authorized to take an early oral and practical test by 14 CFR part 65, section 65.80.

b. Taking Oral and Practical Tests Before Computer Knowledge Tests. AMTS students may be authorized by the supervising FSDO to take the oral and practical tests before the computer knowledge test in accordance with section 65.80.

(1) Each student must complete the front of FAA Form 8610-2 (both originals). FAA Form 8610-2 must show the AMTS's name and location (block II, item D1), AMTS's certificate number (block II, item D2), curriculum in which student is enrolled (block II, item D3), and graduation date (block II, item D4). Applicants SHOULD NOT check block II, item D. (See appendix 1, figure 1-4 for an example.)

(2) AMTS's must show that each student is in the final phase of training,

> **NOTE:** The student must be within 45 school days of completing that phase of the curriculum. If enrolled in the Airframe only or Powerplant only, must have completed the General and be within 45 school days of completion for the Airframe or Powerplant. If the applicant is enrolled in the Powerplant, and has completed the General and Airframe, he or she must be within 45 school days of completion of the Powerplant curriculum, and if the student is enrolled in the combined Airframe and Powerplant, he or she must be within 45 school days of completion of the complete curriculum for the combined Airframe and Powerplant, has made satisfactory progress, and is prepared for the test. The proper AMTS official must complete block II, item E, (1) and (2).

(3) Inspectors must complete block II, item F, (1), (2), (3), and (4). (See appendix 1, figure 1-4 for an example.) The FAA authorization expiration date must not be later than the anticipated graduation date. The completed file will be processed through the supervising FSDO. (The supervising FSDO has authorized any student to be tested by a nonaffiliated DME by completing block II, item F, (1), (2), (3), and (4).)

c. Retests. When application is made for a retest after failure of a previous test or incomplete test, the applicant must:

(1) Complete FAA Form 8610-2 (both originals) in accordance with the instructions furnished by the DME or inspector.

> **NOTE:** FAA Form 8610-2, block V does not need to be signed by an inspector if a copy of the original FAA Form 8610-2 (with authorizing signature) is attached to the file.

(2) Present an appropriate computerized test report. All sections of the computer knowledge tests must have been passed within the previous 24-calendar months.

(3) Present his or her original of FAA Form 8610-2 from the previous oral and practical tests showing the sections failed, sections not completed, or for which passing credit has expired.

(4) If the retest is within 30 days of the previous test, present a statement by a person authorized in 14 CFR part 65, section 65.19 that the applicant has received additional instruction for EACH SUBJECT

FAILED and that the applicant is ready for retesting. This statement of training is required only when the applicant failed portions of the test. (See appendix 1, figure 1-12, for an example.)

NOTE: This statement of training is not required if the applicant did not complete a previous test.

d. Applicants for retest will be tested in all subject areas of the oral and/or practical tests in the section(s) listed as failed, that was/were not taken, or that has/have expired. However, applicants who apply for retest within 60 days to the same DME who gave the failed test may, at the option of the DME, be tested in only the subject areas failed on the previous test provided applicant has successfully passed all other subject areas within that section. (New questions and practical projects may be included in the retest.)

5-3. EVALUATING APPLICANT PERFORMANCE. An applicant should not be expected to be competent in all phases of aircraft or engine overhaul, maintenance, and repair, or be highly skillful in performing complex manipulative operations. However, the applicant is expected to have developed basic skills and should demonstrate them during the practical test. The applicant shall be informed of the level of performance expected before beginning each project. Required performance levels may be found in the oral and practical test booklet.

a. Section. When it becomes obvious during the test that an applicant cannot perform at an acceptable level and has already failed several subjects in a section, the DME may discontinue testing in that section and go on to the next section. However, in some cases it may be advantageous to continue to the end of the section so the applicant will know his or her strengths and weaknesses when preparing for retest. If testing in a section is terminated, the DME will make an appropriate note in the REMARKS area on the reverse side of FAA Form 8610-2.

b. Subject Area. When it becomes obvious during the test that an applicant cannot perform at an acceptable level and has already failed that subject area, the DME may discontinue testing in that subject area and go on to the next subject area. (No more than 50 percent of the questions or projects should be used to evaluated a subject area. If the subject area has 20 questions, no more than 10 should be utilized to determine if the applicant is qualified.) Several subject areas may be evaluated during an assigned practical project.

c. Include the following in DME observations for evaluating applicant performance:

(1) Approach to the project; proper information and tools; preparation of the aircraft (or equipment); and observation of safety precautions;

(2) Cleaning, preparing, and protecting parts; skill in handling tools; thoroughness and cleanliness;

(3) The functions of the units or systems of the assigned project; use of current maintenance and overhaul procedures;

(4) Final inspection for safety and operation;

(5) Completion of required forms and records;

(6) Application of appropriate rules; and

(7) Attitude toward safety, manufacturer's recommendations, and acceptable industry practices.

5-4. CONDUCTING THE TESTS.

a. Oral Test.

(1) The oral test may be conducted before, after, or during any phase of the practical test.

(2) Test each subject area in sections required for the rating sought. Oral questions need not necessarily apply to an assigned practical project.

(3) At least four oral questions in each subject area shall be utilized to evaluate the knowledge of each applicant. Additional oral questions or exploratory questions may be used, if necessary, to make an objective evaluation. Exploratory questions will not be used to evaluate the applicant for pass/fail of a subject area.

(4) Questions asked as part of a practical project, or exploratory-type questions used to determine the best test areas, will not be considered as part of the test.

(5) An applicant's answers to oral questions should show an understanding of the subject and ability to apply knowledge. Do not allow an applicant's skill of oral expression or ability to memorize details affect oral test evaluation.

(6) Use the oral and practical test booklet to determine if the applicant's answer is acceptable. Be objective in making this determination. The minimum passing grade is 70 percent of the number of oral questions asked in each subject area. Each subject area must be passed to pass a section.

(7) The applicant must be able to successfully answer oral questions without the use of reference materials.

b. Practical Test.

(1) Test each subject area for each section required for the rating sought.

(2) The number of projects necessary for each subject area of the practical test must be determined by the DME. The number is expected to vary depending upon the skill and experience of the applicant, the facilities available, the specific projects selected, and many other factors that vary with each test. At least one project in each subject area shall be used to judge the skill of each applicant. Projects may cover more than one subject area at the same time.

(3) The DME shall personally observe all practical projects being performed by the applicant.

(4) Use the oral and practical test booklet to determine if the applicant's project is acceptable. Be objective in making this determination. To attain a passing grade, the applicant must meet the performance standard and level for the projects selected in each subject area. If the applicant fails to meet the performance standard and level for a project selected, the DME may, at his or her option, give at least four practical projects in that subject area. The minimum passing grade in each subject area is 70 percent of the number of practical projects selected. Each subject area must be passed to pass a section.

(5) Practical tests for the General Section shall include at least one weight and balance problem.

(6) Practical tests for the Powerplant Systems and Components Section shall include at least one propeller project.

(7) Applicants shall be required to execute an FAA Form 337 in conjunction with at least one project during the practical test. (Example: Airframe and powerplant practical test - one FAA Form 337; single rating or added rating practical test - one FAA Form 337; and each practical retest - one FAA Form 337.)

(8) The applicant or DME may provide reference materials for the practical test. These materials must be limited to items such as **unmarked** Title 14 of the Code of Federal Regulations (14 CFR), advisory circulars, manufacturer's maintenance information, and other reference materials acceptable to the Administrator. Under no circumstances will the applicant be allowed to use or refer to study materials provided by any person. The "given(s)" listed in the Oral and Practical Test booklet(s) must be available and used for each practical project assigned as part of the practical test. Use of nonprogrammable calculators is permitted where appropriate.

c. Test planning sheets are required for each oral and practical test given. Test planning sheets will be forwarded to the supervising FSDO or IFO with the certification file. Test planning sheets will be retained by the FSDO or IFO in accordance with Order 1350.15B, Records Organization, Transfer, and Destruction Standards. After the test is completed, mark the planning sheets for each oral question and practical project that was assigned. The local FSDO may also add information on the planning sheets. A full-sized copy of the planning sheets is included in appendix 5 of this document. Please make copies (both sides) to use as planning sheets. (See appendix 5.)

> **NOTE:** The applicant's signature on the planning sheets is to verify that the test was given to the applicant and that the test times and dates listed were actual. Since testing material is controlled, it is not intended that the signature infer that the applicant has verified specific information which appears in block V of FAA Form 8610-2.

5-5. RECORDING THE RESULTS OF TESTS. Applicants for an airframe rating must take Sections I, II, and III. Applicants for a powerplant rating must take Sections I, IV, and V. See paragraph 5-1h for crediting previously passed Section I.

a. Record the final results of oral and practical tests on the reverse side of FAA Form 8610-2. When the applicant has demonstrated an acceptable level of competence, workmanship, and safety in each subject area, check the PASS box for that portion of the section (oral or practical test) and enter the expiration date; otherwise, check the FAIL box, but do not enter a date when the applicant fails. Make all entries in permanent dark ink. See paragraph 5-8 for procedures to follow if an applicant fails.

b. The expiration date for each oral and practical test section is 24-calendar months after the section is passed. Example: A test section passed on any day in August 1993, will expire on August 31, 1995.

c. Do not code any oral questions or practical projects on the reverse side of FAA Form 8610-2 unless the oral or practical test in a section has been failed.

5-6. WHEN THE APPLICANT PASSES. When the applicant has passed all the required sections of both the oral and practical tests, the DME who administered the test shall:

a. Enter the date the test was completed, sign the form, and enter his/her designation number in the spaces provided on the reverse of FAA Form 8610-2 (both originals).

b. Require the applicant to complete the APPLICANT'S CERTIFICATION block on the reverse side of FAA Form 8610-2 (both originals), following the DME's report. The APPLICANT'S CERTIFICATION block is to verify that the applicant still meets the conditions and requirements of sections 65.11 and 65.12.

> **NOTE:** At the time of issuance of the Temporary Airman Certificate, the inspector and/or the DME shall request a telephone number where the applicant may be reached during the next 120 days in the event of application problems. The telephone number shall be recorded in the REMARKS area on the back of the application. If a telephone number is not available, write "NO TELEPHONE."

c. Give one original of FAA Form 8610-2 to the applicant.

d. Prepare FAA Form 8060-4 unless otherwise directed by the supervising FSDO or IFO. (See appendix 1, figures 1-9, 1-10, and 1-11 for examples.) Issue the duplicate copy to the applicant. Forward the original typed copy with the certification file to the local FSDO or IFO.

(1) Printed ink entries may be used for the applicant's copy; however, a typed original, signed by the issuing DME, must accompany the certification file which must be forwarded to the supervising FSDO or IFO. The applicant need not sign the copy that is sent to the FSDO or IFO.

(2) Social security numbers will be used as a primary means of associating various records and obtaining information on a particular airman. On original issuance, enter the applicant's social security number in block III of FAA Form 8060-4. If the social security number is not provided or if the applicant prefers to have a certificate number assigned by AFS-760, enter PENDING in block III. On reissuance, the previous certificate number will be used in block III. (See appendix 1, figure 1-11 for an example.)

e. If the applicant has been authorized under section 65.80 to take the oral and practical tests before the computer knowledge tests and passes them:

(1) Give the applicant a completed and signed original of FAA Form 8610-2. This original will be needed when the applicant applies for a certificate after passing the computer knowledge tests.

(2) Send the applicant's other signed original of FAA Form 8610-2 to the supervising FSDO **within 5-calendar days**. The FSDO will forward the file to the Airmen Certification Branch, AFS-760.

(3) Do NOT issue FAA Form 8060-4.

(4) When the applicant passes the computer knowledge tests, the applicant may present the computerized test report(s) along with an original of FAA Form 8610-2 to the nearest FSDO or an appropriately rated DME. At that time, an FAA Form 8060-4 will be issued with the appropriate ratings. The applicant must complete and sign the APPLICANT'S CERTIFICATION block. The APPLICANT'S CERTIFICATION block and the FAA INSPECTOR'S REPORT block are the only entries required. AFS-760 is aware of testing procedures for applicants under section 65.80. Give the applicant a machine copy of the original FAA Form 8610-2 (for use in case the certification file is lost).

(5) The typed original FAA Form 8060-4, the computerized test report(s), and the original of FAA Form 8610-2 will be forwarded to the supervising FSDO **within 5-calendar days** after completion of the file.

5-7. APPLICANTS UNDER 18 YEARS OF AGE. An applicant who meets the requirements of 14 CFR part 65, except for 14 CFR part 65, section 65.71(a)(1), may take the aviation mechanic tests. However, the applicant must be informed that if the tests are passed, the aviation mechanic certificate will not be issued until the applicant's 18th birthday. For applicants under 18 years of age:

a. Do NOT issue FAA Form 8060-4.

b. On the reverse side of FAA Form 8610-2, under the REMARKS area, put the following statement: The applicant is under 18 years of age. Temporary certificate was not issued. (See appendix 1, figure 1-8 for an example.)

c. Send one original of FAA Form 8610-2 to the supervising FSDO or IFO.

d. Give the applicant one original (completed and signed) of FAA Form 8610-2 and the computerized test report(s).

e. Instruct the applicant that upon reaching 18 years of age, the applicant may present his or her original of FAA Form 8610-2 and the computerized test reports(s), to the nearest FSDO or IFO or appropriately rated DME, whereupon an FAA Form 8060-4 will be issued with appropriate ratings.

f. When the applicant reaches 18 years of age and presents the appropriate documents, the inspector or DME shall forward the typed original FAA Form 8060-4; FAA Form 8610-2 after the applicant signs the APPLICANT'S CERTIFICATION block (this is the original that was returned to the applicant at the time certification testing was completed); and the computerized test report(s), to the supervising FSDO or IFO **within 5-calendar days** after completion of the file. The APPLICANT'S CERTIFICATION block and the FAA INSPECTOR'S REPORT block are the only entries required. AFS-760 is aware of testing procedures for applicants under 18 years of age. The inspector or DME shall make a copy of the completed FAA Form 8610-2 for the applicant's records.

5-8. WHEN THE APPLICANT FAILS. When the applicant has failed all or any part of the oral and practical tests:

a. Give a completed and signed original of FAA Form 8610-2 to the applicant. It will serve as notification of the sections passed or failed. Also, it must be presented to a DME for retest. Explain to the applicant that the section(s) failed will have to be retaken in its entirety. See paragraph 5-2(c). Identify the oral questions and practical projects failed or subject areas not tested and record them on the reverse of FAA Form 8610-2. (See appendix 1, figure 1-6 for an example.) Use the oral and practical test booklets for identifying questions and projects. These coded questions and projects may be used for reference when FAA Form 8610-2 is presented for a retest. Inform the applicant that he or she must complete two more originals of FAA Form 8610-2 before taking any retest. They must be presented with the original that was returned to them showing the area(s) failed.

b. Return to the applicant:

(1) The computerized test report(s).

(2) FAA Form 8610-2 (original) from all previously failed oral and practical tests.

c. Send the certification file to the supervising FSDO or IFO.

NOTE: Do **NOT** hold the file until retesting.

5-9. DISPOSITION OF FILES. DME's shall carefully check FAA Form 8610-2 to assure that all entries have been properly made. Have the applicant sign his or her copy of FAA Form 8060-4. Check the complete certification file before the applicant departs from the testing area.

a. Attachments. Check the boxes for each required attachment on the reverse side of FAA Form 8610-2. Record the number of documents in parenthesis following the attachment's name. (See appendix 1, figure 1-7 for an example.) The FAA cannot issue a permanent airman certificate unless all required documents are completed and on file to support the issuance of the certificate. Files without supporting information or required documents will be returned.

b. Files shall be forwarded to the supervising FSDO or IFO **within 5-calendar days.**

c. The DME is encouraged to keep a copy of FAA Form 8610-2 for a record of oral and practical tests administered.

d. If the applicant passes, the DME shall provide the following:

(1) To the supervising FSDO or IFO:

(a) One original FAA Form 8610-2.

(b) Original computerized test report.

(c) FAA Form 8060-4 (typed original).

(d) AC Form 8060-1, superseded if test is for added rating.

(e) If retest, statement complying with 14 CFR part 65, section 65.19(b), if retest is within 30 days of previous test.

(f) Test Planning sheets.

(2) To the applicant:

(a) FAA Form 8060-4 (duplicate) if the supervising FSDO or IFO has authorized the DME to issue FAA Form 8060-4.

(b) Original FAA Form 8610-2 (second copy).

e. If the applicant fails, the DME shall provide the following:

(1) To the supervising FSDO or IFO:

(a) One original FAA Form 8610-2.

(b) If retest, statement complying with section 65.19(b), if retest is within 30 days of previous test.

(c) Test planning sheet.

(2) To the applicant:

(a) One original FAA Form 8610-2.

(b) Computerized test report(s).

(c) If retest, FAA Form 8610-2 (original) from previously failed test(s).

f. See the appropriate paragraphs of this order for handling of files for applicants who are under 18 years of age (paragraph 5-7) or who take the oral and practical tests before the computer knowledge tests under the provisions of section 65.80 and paragraph 5-6e of this order.

5-10. ISSUANCE OF FAA FORM 8060-4 by a DME when oral and practical tests are not administered.

a. A new FAA Form 8610-2 is not required in the following instance:

(1) The applicant was under 18 years of age when the required tests were passed. (See section 65.71(a)(1).)

(2) The applicant passed the oral and practical tests prior to taking the computer knowledge tests. (See section 65.80.)

b. When an applicant requests an airman certificate based on passing the tests under any of the conditions listed in paragraph 5-10a, carefully determine that the required tests were passed during a 24-calendar month period. (See 14 CFR part 65, section 65.71(a)(3).)

c. Require the applicant to complete the APPLICANT'S CERTIFICATION block on the reverse side of FAA Form 8610-2 following the DME's report. The APPLICANT'S CERTIFICATION block is to verify that the applicant still meets the conditions and requirements of sections 65.11 and 65.12.

d. The inspector or DME issuing FAA Form 8060-4 and submitting the file should not make any entries above the DME's signature on the reverse side of FAA Form 8610-2 (with the exception of the REMARKS area). At this time, make the applicant a machine copy (for use in case the certification file is lost).

e. If the applicant meets 14 CFR part 65, section 65.71 for the certificate requested, the DME shall provide the following:

(1) To the supervising FSDO or IFO:

(a) FAA Form 8610-2.

(b) Computerized test report(s).

(c) FAA Form 8060-4 (typed original).

(2) To the applicant:

(a) FAA Form 8060-4 (duplicate).

(b) A machine copy of the original FAA Form 8610-2 (for use in case the certification file is lost).

NOTE: Paragraph 5-10e would be used for section 65.80 and applicants tested prior to 18 years of age.

5-11. RECONSTRUCTION OF A LOST CERTIFICATION FILE:

a. A copy of the original FAA Form 8610-2 and FAA Form 8060-4 with signature on both forms is required. If no copy exists, the information that appeared on the original application shall be provided on a new FAA Form 8610-2 and FAA Form 8060-4 complete with signatures (applicant, DME, and inspector).

b. AFS-760 will furnish the duplicate test report(s) provided they are furnished with the approximate date(s) of the computer knowledge test(s).

c. **In the upper right-hand block** of FAA Form 8610-2 the wording RECONSTRUCTED FILE must appear in RED INK.

d. **All information regarding the certification file must** be forwarded through the FSDO or IFO to: FAA; ATTN: Airmen Certification Branch (AFS-760); P.O. Box 25082; Oklahoma City, OK 73125-4940.

APPENDIX 1. EXAMPLE FORMS

FIGURE 1-1. FAA FORM 8610-2, AIRMAN CERTIFICATE AND/OR RATING APPLICATION

TYPE OR PRINT ALL ENTRIES IN INK — Form Approved OMB No. 2120-0022

U.S. Department of Transportation
Federal Aviation Administration

AIRMAN CERTIFICATE AND/OR RATING APPLICATION

☒ MECHANIC ☒ AIRFRAME ~~☐ POWERPLANT~~ ☐ REPAIRMAN (Specify Rating) ☐ PARACHUTE RIGGER ☐ SENIOR ☐ MASTER ☐ SEAT ☐ CHEST ☐ BACK ☐ LAP

APPLICATION FOR: ☒ ORIGINAL ISSUANCE ☐ ADDED RATING

I. APPLICATION INFORMATION

A. NAME (First, Middle, Last): Samuel William Smith

B. SOCIAL SECURITY NO.: 444-28-6077

C. DOB (Mo., Day, Yr.): 06-06-1965

D. HEIGHT: 69 IN.

E. WEIGHT: 170

F. HAIR: Brown

G. EYES: Hazel

H. SEX: M

I. NATIONALITY (Citizenship): U.S.A

J. PLACE OF BIRTH: Buffalo, New York

K. PERMANENT MAILING ADDRESS: 2746 N. Boulevard

NUMBER AND STREET, P.O. BOX, ETC: Springfield

CITY: Virginia

STATE: 22003-7777

ZIP CODE

L. HAVE YOU EVER HAD AN AIRMAN CERTIFICATE SUSPENDED OR REVOKED?
☒ NO
☐ YES (If "YES," explain on an attached sheet keying to appropriate item number

M. DO YOU NOW OR HAVE YOU EVER HELD AN FAA AIRMAN CERTIFICATE? ☒ NO ☐ YES
SPECIFY TYPE:

N. HAVE YOU EVER BEEN CONVICTED FOR VIOLATION OF ANY FEDERAL OR STATE STATUTES PERTAINING TO NARCOTIC DRUGS, MARIJUANA, AND DEPRESSANT OR STIMULANT DRUGS OR SUBSTANCES? ☒ NO ☐ YES → DATE OF FINAL CONVICTION

II. CERTIFICATE OR RATING APPLIED FOR ON BASIS OF—

☒ A. CIVIL EXPERIENCE ☐ B. MILITARY EXPERIENCE ☐ C. LETTER OF RECOMMENDATION FOR REPAIRMAN (Attach copy)

☐ D. GRADUATE OF APPROVED COURSE — (1) NAME AND LOCATION OF SCHOOL; (2) SCHOOL NO.; (3) CURRICULUM FROM WHICH GRADUATED; (4) DATE

☐ E. STUDENT HAS MADE SATISFACTORY PROGRESS AND IS RECOMMENDED TO TAKE THE ORAL/PRACTICAL TEST (FAR 65.80) — (1) SCHOOL NAME; NO; (2) SCHOOL OFFICIAL'S SIGNATURE

☐ F. SPECIAL AUTHORIZATION TO TAKE MECHANIC'S ORAL/PRACTICAL TEST (FAR 65.80) — (1) DATE AUTH.; (2) DATE AUTH. EXPIRES; (3) FAA INSPECTOR SIGNATURE; (4) FAA DIST OFC.

III. RECORD OF EXPERIENCE

A. MILITARY COMPETENCE OBTAINED IN → (1) SERVICE; (2) RANK OR PAY LEVEL; (3) MILITARY SPECIALTY CODE

B. APPLICANTS OTHER THAN FAA CERTIFICATED SCHOOL GRADUATES. LIST EXPERIENCE RELATING TO CERTIFICATE AND RATING APPLIED FOR. (Continue on separate sheet, if more space is needed)

DATES—MONTH AND YEAR FROM	TO	EMPLOYER AND LOCATION	TYPE WORK PERFORMED
08-10-1990	05-25-1997	Brown Flying Service Arlington, Virginia	Worked as a mechanic helper doing maintenance repair, and alterations on Cessna, Piper, and Beech single and light-twin aircraft.

C. PARACHUTE RIGGER APPLICANTS INDICATE BY TYPE HOW MANY PARACHUTES PACKED →

SEAT	CHEST	BACK	LAP

FOR MASTER RATING ONLY — PACKED AS A — ☐ SENIOR RIGGER ☐ MILITARY RIGGER

IV. APPLICANT'S CERTIFICATION

I CERTIFY THAT THE STATEMENTS BY ME ON THIS APPLICATION ARE TRUE

A. SIGNATURE: Samuel W. Smith — Samuel W. Smith

B. DATE: 05-25-1997

V. I FIND THIS APPLICANT MEETS THE EXPERIENCE REQUIREMENTS OF FAR 65 AND IS ELIGIBLE TO TAKE THE REQUIRED TESTS.

DATE: 05-25-1997

INSPECTOR'S SIGNATURE: John B. Jones — John B. Jones

FAA DISTRICT OFFICE: ABQ-FSDO-01

FOR FAA USE ONLY

Emp.	reg	D.O.	seat	con	ss	Act	lev	TR	s.h.	Srch	#rte	RATING (1)	RATING (2)	RATING (3)	RATING (4)

LIMITATIONS

FAA Form 8610-2 (2-85) SUPERSEDES PREVIOUS EDITION

FIGURE 1-2. FAA FORM 8610-2, AIRMAN CERTIFICATE AND/OR RATING APPLICATION

Applicant cannot list all experience required in Block III.

TYPE OR PRINT ALL ENTRIES IN INK — Form Approved OMB No. 2120-0022

U.S. Department of Transportation
Federal Aviation Administration

AIRMAN CERTIFICATE AND/OR RATING APPLICATION

☒ MECHANIC ☒ AIRFRAME ☒ POWERPLANT ☐ REPAIRMAN ☐ PARACHUTE RIGGER ☐ SENIOR ☐ MASTER ☐ SEAT ☐ CHEST ☐ BACK ☐ LAP

(Specify Rating)

APPLICATION FOR: ☒ ORIGINAL ISSUANCE ☐ ADDED RATING

I. APPLICATION INFORMATION

A. NAME (First, Middle, Last): Samuel William Smith

B. SOCIAL SECURITY NO.: 444-28-6077

C. DOB (Mo., Day, Yr.): 06-06-1965

D. HEIGHT: 69 IN.

E. WEIGHT: 170

F. HAIR: Brown

G. EYES: Hazel

H. SEX: M

I. NATIONALITY (Citizenship): U.S.A

J. PLACE OF BIRTH: Buffalo, New York

K. PERMANENT MAILING ADDRESS: 2746 N. Boulevard

NUMBER AND STREET, P.O. BOX, ETC: Springfield

CITY: Virginia

STATE: 22003-7777

ZIP CODE

L. HAVE YOU EVER HAD AN AIRMAN CERTIFICATE SUSPENDED OR REVOKED?
☒ NO
☐ YES (If "YES," explain on an attached sheet keying to appropriate item number

M. DO YOU NOW OR HAVE YOU EVER HELD AN FAA AIRMAN CERTIFICATE? ☒ NO ☐ YES
SPECIFY TYPE:

N. HAVE YOU EVER BEEN CONVICTED FOR VIOLATION OF ANY FEDERAL OR STATE STATUTES PERTAINING TO NARCOTIC DRUGS, MARIJUANA, AND DEPRESSANT OR STIMULANT DRUGS OR SUBSTANCES? ☒ NO ☐ YES → DATE OF FINAL CONVICTION

II. CERTIFICATE OR RATING APPLIED FOR ON BASIS OF—

☒ A. CIVIL EXPERIENCE ☒ B. MILITARY EXPERIENCE ☐ C. LETTER OF RECOMMENDATION FOR REPAIRMAN (Attach copy)

☐ D. GRADUATE OF APPROVED COURSE — (1) NAME AND LOCATION OF SCHOOL; (2) SCHOOL NO.; (3) CURRICULUM FROM WHICH GRADUATED; (4) DATE

☐ E. STUDENT HAS MADE SATISFACTORY PROGRESS AND IS RECOMMENDED TO TAKE THE ORAL/PRACTICAL TEST (FAR 65.80) — (1) SCHOOL NAME; NO; (2) SCHOOL OFFICIAL'S SIGNATURE

☐ F. SPECIAL AUTHORIZATION TO TAKE MECHANIC'S ORAL/PRACTICAL TEST (FAR 65.80) — (1) DATE AUTH.; (2) DATE AUTH. EXPIRES; (3) FAA INSPECTOR SIGNATURE; (4) FAA DIST OFC.

III. RECORD OF EXPERIENCE

A. MILITARY COMPETENCE OBTAINED IN →

(1) SERVICE	(2) RANK OR PAY LEVEL	(3) MILITARY SPECIALTY CODE
U.S. Army	Sgt.	68B2Z1

B. APPLICANTS OTHER THAN FAA CERTIFICATED SCHOOL GRADUATES. LIST EXPERIENCE RELATING TO CERTIFICATE AND RATING APPLIED FOR. (Continue on separate sheet, if more space is needed)

DATES—MONTH AND YEAR FROM	TO	EMPLOYER AND LOCATION	TYPE WORK PERFORMED
08-10-1990	05-25-1997	Brown Flying Service Arlington, Virginia	(See attached sheet for type of work performed.)
07-03-1989	06-20-1990	U.S. Army Fort Sill, Oklahoma	

C. PARACHUTE RIGGER APPLICANTS INDICATE BY TYPE HOW MANY PARACHUTES PACKED →

SEAT	CHEST	BACK	LAP

FOR MASTER RATING ONLY — PACKED AS A — ☐ SENIOR RIGGER ☐ MILITARY RIGGER

IV. APPLICANT'S CERTIFICATION

I CERTIFY THAT THE STATEMENTS BY ME ON THIS APPLICATION ARE TRUE
A. SIGNATURE: Samuel W. Smith *Samuel W. Smith* B. DATE: 05-25-1997

V. I FIND THIS APPLICANT MEETS THE EXPERIENCE REQUIREMENTS OF FAR 65 AND IS ELIGIBLE TO TAKE THE REQUIRED TESTS.

DATE: 05-25-1997

INSPECTOR'S SIGNATURE: John B. Jones *John B. Jones*

FAA DISTRICT OFFICE: ABQ-FSDO-01

FOR FAA USE ONLY

Emp.	reg	D.O.	seal	con	ss	Act	lev	TR	s.h.	Srch	#rte	RATING (1)	RATING (2)	RATING (3)	RATING (4)

LIMITATIONS

FAA Form 8610-2 (2-85) SUPERSEDES PREVIOUS EDITION

FIGURE 1-2A. ATTACHMENT FOR FAA FORM 8610-2, AIRMAN CERTIFICATE AND/OR RATING APPLICATION

Applicant cannot list all experience required in Block III.

ATTACHMENT FOR APPLICATION OF SAMUEL W. SMITH DATED 05-25-1997

SSN: 444-28-6077

Date of Birth: 06-06-1965

For Brown Flying Service:

Worked as a mechanic helper doing aircraft maintenance, repair, and alteration on Cessna, Piper, and Beech single and light-twin engine aircraft.

For U.S. Army:

Removed and replaced reciprocating engines on light observation fixed-wing airplanes. Accomplished troubleshooting, inspection, repair, and run-up check after maintenance. Removed and replaced reciprocating engine components (cylinders, magnetos, carburetors, starters, generators, etc.) on small engines. Accomplished run-up and preflight inspection. Accomplished "heavy" checks (similar in scope to civil 100-hour inspections).

Samuel W. Smith

Samuel W. Smith

FIGURE 1-3. FAA FORM 8610-2, AIRMAN CERTIFICATE AND/OR RATING APPLICATION

Applicant is graduate of an AMTS with affiliated computer test center and DME's.

TYPE OR PRINT ALL ENTRIES IN INK — Form Approved OMB No. 2120-0022

U.S. Department of Transportation
Federal Aviation Administration

AIRMAN CERTIFICATE AND/OR RATING APPLICATION

☒ MECHANIC ☒ AIRFRAME ☒ POWERPLANT ☐ REPAIRMAN (Specify Rating) ☐ PARACHUTE RIGGER ☐ SENIOR ☐ MASTER ☐ SEAT ☐ CHEST ☐ BACK ☐ LAP

APPLICATION FOR: ☒ ORIGINAL ISSUANCE ☐ ADDED RATING

I. APPLICATION INFORMATION

A. NAME (First, Middle, Last): Samuel William Smith

B. SOCIAL SECURITY NO.: 444-28-6077

C. DOB (Mo., Day, Yr.): 06-06-1965

D. HEIGHT: 69 IN.

E. WEIGHT: 170

F. HAIR: Brown

G. EYES: Hazel

H. SEX: M

I. NATIONALITY (Citizenship): U.S.A

J. PLACE OF BIRTH: Buffalo, New York

K. PERMANENT MAILING ADDRESS: 2746 N. Boulevard

NUMBER AND STREET, P.O. BOX, ETC: Springfield

CITY: Virginia

STATE: 22003-7777

ZIP CODE

L. HAVE YOU EVER HAD AN AIRMAN CERTIFICATE SUSPENDED OR REVOKED? ☒ NO ☐ YES (If "YES," explain on an attached sheet keying to appropriate item number

M. DO YOU NOW OR HAVE YOU EVER HELD AN FAA AIRMAN CERTIFICATE? ☒ NO ☐ YES

SPECIFY TYPE:

N. HAVE YOU EVER BEEN CONVICTED FOR VIOLATION OF ANY FEDERAL OR STATE STATUTES PERTAINING TO NARCOTIC DRUGS, MARIJUANA, AND DEPRESSANT OR STIMULANT DRUGS OR SUBSTANCES? ☒ NO ☐ YES →

DATE OF FINAL CONVICTION

II. CERTIFICATE OR RATING APPLIED FOR ON BASIS OF—

☐ A. CIVIL EXPERIENCE ☐ B. MILITARY EXPERIENCE ☐ C. LETTER OF RECOMMENDATION FOR REPAIRMAN (Attach copy)

☒ D. GRADUATE OF APPROVED COURSE

(1) NAME AND LOCATION OF SCHOOL: Aviation Mechanic School — Reading, Pennsylvania

(2) SCHOOL NO.: APST011Z

(3) CURRICULUM FROM WHICH GRADUATED: Airframe and Powerplant

(4) DATE: 05-16-1997

☐ E. STUDENT HAS MADE SATISFACTORY PROGRESS AND IS RECOMMENDED TO TAKE THE ORAL/PRACTICAL TEST (FAR 65.80)

(1) SCHOOL NAME

NO

(2) SCHOOL OFFICIAL'S SIGNATURE

☐ F. SPECIAL AUTHORIZATION TO TAKE MECHANIC'S ORAL/PRACTICAL TEST (FAR 65.80)

(1) DATE AUTH.

(2) DATE AUTH. EXPIRES

(3) FAA INSPECTOR SIGNATURE

(4) FAA DIST OFC.

III. RECORD OF EXPERIENCE

A. MILITARY COMPETENCE OBTAINED IN → (1) SERVICE | (2) RANK OR PAY LEVEL | (3) MILITARY SPECIALTY CODE

B. APPLICANTS OTHER THAN FAA CERTIFICATED SCHOOL GRADUATES. LIST EXPERIENCE RELATING TO CERTIFICATE AND RATING APPLIED FOR. (Continue on separate sheet, if more space is needed)

DATES—MONTH AND YEAR FROM	TO	EMPLOYER AND LOCATION	TYPE WORK PERFORMED

C. PARACHUTE RIGGER APPLICANTS INDICATE BY TYPE HOW MANY PARACHUTES PACKED →

SEAT	CHEST	BACK	LAP

FOR MASTER RATING ONLY — PACKED AS A— ☐ SENIOR RIGGER ☐ MILITARY RIGGER

IV. APPLICANT'S CERTIFICATION

I CERTIFY THAT THE STATEMENTS BY ME ON THIS APPLICATION ARE TRUE

A. SIGNATURE: Samuel W. Smith Samuel W. Smith

B. DATE: 05-25-1997

V. I FIND THIS APPLICANT MEETS THE EXPERIENCE REQUIREMENTS OF FAR 65 AND IS ELIGIBLE TO TAKE THE REQUIRED TESTS.

DATE | INSPECTOR'S SIGNATURE | FAA DISTRICT OFFICE

FOR FAA USE ONLY

Emp.	reg	D.O.	seal	con	ss	Act	lev	TR	s.h.	Srch	#rte	RATING (1)	RATING (2)	RATING (3)	RATING (4)

LIMITATIONS

FAA Form 8610-2 (2-85) SUPERSEDES PREVIOUS EDITION

FIGURE 1-4. FAA FORM 8610-2, AIRMAN CERTIFICATE AND/OR RATING APPLICATION

Applicant is authorized to take the oral and practical tests before the computer knowledge test.

TYPE OR PRINT ALL ENTRIES IN INK — Form Approved OMB No. 2120-0022

U.S. Department of Transportation
Federal Aviation Administration

AIRMAN CERTIFICATE AND/OR RATING APPLICATION

☒ MECHANIC ☐ REPAIRMAN ☐ PARACHUTE RIGGER
☒ AIRFRAME ☐ SENIOR ☐ MASTER
☒ POWERPLANT ☐ SEAT ☐ CHEST
(Specify Rating) ☐ BACK ☐ LAP

APPLICATION FOR: ☒ ORIGINAL ISSUANCE ☐ ADDED RATING

I. APPLICATION INFORMATION

A. NAME (First, Middle, Last): Samuel William Smith

B. SOCIAL SECURITY NO.: 444-28-6077
C. DOB (Mo., Day, Yr.): 06-06-1965
D. HEIGHT: 69 IN.
E. WEIGHT: 170
F. HAIR: Brown
G. EYES: Hazel
H. SEX: M
I. NATIONALITY (Citizenship): U.S.A
J. PLACE OF BIRTH: Buffalo, New York

K. PERMANENT MAILING ADDRESS
NUMBER AND STREET, P.O. BOX, ETC: 2746 N. Boulevard
CITY: Springfield
STATE: Virginia
ZIP CODE: 22003-7777

L. HAVE YOU EVER HAD AN AIRMAN CERTIFICATE SUSPENDED OR REVOKED?
☒ NO
☐ YES (If "YES," explain on an attached sheet keying to appropriate item number

M. DO YOU NOW OR HAVE YOU EVER HELD AN FAA AIRMAN CERTIFICATE? ☒ NO ☐ YES
SPECIFY TYPE:

N. HAVE YOU EVER BEEN CONVICTED FOR VIOLATION OF ANY FEDERAL OR STATE STATUTES PERTAINING TO NARCOTIC DRUGS, MARIJUANA, AND DEPRESSANT OR STIMULANT DRUGS OR SUBSTANCES? ☒ NO ☐ YES →
DATE OF FINAL CONVICTION

II. CERTIFICATE OR RATING APPLIED FOR ON BASIS OF—

☐ A. CIVIL EXPERIENCE ☐ B. MILITARY EXPERIENCE ☐ C. LETTER OF RECOMMENDATION FOR REPAIRMAN (Attach copy)

☐ D. GRADUATE OF APPROVED COURSE
(1) NAME AND LOCATION OF SCHOOL: Aviation Mechanic School — Reading, Pennsylvania
(2) SCHOOL NO.: APST011Z
(3) CURRICULUM FROM WHICH GRADUATED: Airframe and Powerplant
(4) DATE: 09-15-1997

☒ E. STUDENT HAS MADE SATISFACTORY PROGRESS AND IS RECOMMENDED TO TAKE THE ORAL/PRACTICAL TEST (FAR 65.80)
(1) SCHOOL NAME: Aviation Mechanic
NO: AP5T011Z
(2) SCHOOL OFFICIAL'S SIGNATURE: Thomas Woodman
Thomas Woodman

☒ F. SPECIAL AUTHORIZATION TO TAKE MECHANIC'S ORAL/PRACTICAL TEST (FAR 65.80)
(1) DATE AUTH.: 08-14-1997
(2) DATE AUTH. EXPIRES: 09-15-1997
(3) FAA INSPECTOR SIGNATURE: Edwin Jenks
Edwin Jenks
(4) FAA DIST OFC.: CWR-FSDO-09

III. RECORD OF EXPERIENCE

A. MILITARY COMPETENCE OBTAINED IN → (1) SERVICE | (2) RANK OR PAY LEVEL | (3) MILITARY SPECIALTY CODE

B. APPLICANTS OTHER THAN FAA CERTIFICATED SCHOOL GRADUATES. LIST EXPERIENCE RELATING TO CERTIFICATE AND RATING APPLIED FOR. (Continue on separate sheet, if more space is needed)

DATES—MONTH AND YEAR FROM	TO	EMPLOYER AND LOCATION	TYPE WORK PERFORMED

C. PARACHUTE RIGGER APPLICANTS INDICATE BY TYPE HOW MANY PARACHUTES PACKED →

SEAT	CHEST	BACK	LAP

FOR MASTER RATING ONLY — PACKED AS A— ☐ SENIOR RIGGER ☐ MILITARY RIGGER

IV. APPLICANT'S CERTIFICATION

I CERTIFY THAT THE STATEMENTS BY ME ON THIS APPLICATION ARE TRUE
A. SIGNATURE: Samuel W. Smith Samuel W. Smith
B. DATE: 08-13-1997

V. I FIND THIS APPLICANT MEETS THE EXPERIENCE REQUIREMENTS OF FAR 65 AND IS ELIGIBLE TO TAKE THE REQUIRED TESTS.
DATE | INSPECTOR'S SIGNATURE | FAA DISTRICT OFFICE

FOR FAA USE ONLY

Emp.	reg	D.O.	seal	con	ss	Act	lev	TR	s.h	Srch	#rte	RATING (1)	RATING (2)	RATING (3)	RATING (4)

LIMITATIONS

FAA Form 8610-2 (2-85) SUPERSEDES PREVIOUS EDITION

FIGURE 1-5. FAA FORM 8610-2, AIRMAN CERTIFICATE AND/OR RATING APPLICATION (REVERSE SIDE)

Typical entries for oral and practical tests administered by a DME. All sections passed. Application approved.

Results of Oral and Practical Tests

MECHANIC

I. GENERAL — Airframe and Powerplant

ORAL TEST	PASS [X]	EXPIRATION DATE: 05-31-1999	FAIL [ ]		
QUES. NO.					
PRACTICAL TEST	PASS [X]	EXPIRATION DATE: 05-31-1999	FAIL [ ]		
PROJ. NO.					

II. AIRFRAME STRUCTURES

ORAL TEST	PASS [X]	EXPIRATION DATE: 05-31-1999	FAIL [ ]		
QUES. NO.					
PRACTICAL TEST	PASS [X]	EXPIRATION DATE: 05-31-1999	FAIL [ ]		
PROJ. NO.					

III. AIRFRAME SYSTEMS AND COMPONENTS

ORAL TEST	PASS [X]	EXPIRATION DATE: 05-31-1999	FAIL [ ]		
QUES. NO.					
PRACTICAL TEST	PASS [X]	EXPIRATION DATE: 05-31-1999	FAIL [ ]		
PROJ. NO.					

IV. POWERPLANT THEORY AND MAINTENANCE

ORAL TEST	PASS [X]	EXPIRATION DATE: 05-31-1999	FAIL [ ]		
QUES. NO.					
PRACTICAL TEST	PASS [X]	EXPIRATION DATE: 05-31-1999	FAIL [ ]		
PROJ. NO.					

V. POWERPLANT SYSTEMS AND COMPONENTS

ORAL TEST	PASS [X]	EXPIRATION DATE: 05-31-1999	FAIL [ ]		
QUES. NO.					
PRACTICAL TEST	PASS [X]	EXPIRATION DATE: 05-31-1999	FAIL [ ]		
PROJ. NO.					

PARACHUTE RIGGER

TYPE			
	SEAT	PASS [ ]	FAIL [ ]
	BACK	PASS [ ]	FAIL [ ]
	CHEST	PASS [ ]	FAIL [ ]
	LAP	PASS [ ]	FAIL [ ]
		PASS [ ]	FAIL [ ]

REMARKS

Telephone (999) 999-9999
Oklahoma Driver License #444883333

DESIGNATED EXAMINER'S REPORT

I have personally tested this applicant in accordance with pertinent procedures and standards, and

I HAVE INDICATED THE RESULT AS:
[X] APPROVED (Temporary Certificate Issued) [ ] APPROVED (Temporary Certificate **NOT** Issued)
[ ] DISAPPROVED [ ] FAR 65.80—ORAL/PRACTICAL PASSED

ATTACHMENTS:
[X] REPORT OF WRITTEN TEST (3) [ ] SUPERSEDED CERTIFICATE [ ] LETTER
[X] FAA FORM 8610-2 (1) [X] TEMPORARY CERTIFICATE (1) [ ] SEAL SYMBOL CARD

DATE TEST COMPLETED	EXAMINER'S SIGNATURE	DESIGNATION NO.
05-20-1997	John B. Jones John B. Jones	450369741

APPLICANT'S CERTIFICATION

THIS BLOCK MUST BE COMPLETED BY THE APPLICANT AT THE TIME OF ISSUANCE OF TEMPORARY CERTIFICATE (FAA FORM 8060-4)

A. HAVE YOU EVER HAD AN AIRMAN CERTIFICATE SUSPENDED OR REVOKED? . . . . . [X] NO [ ] YES If "Yes," explain on an attached sheet.

B. HAVE YOU EVER BEEN CONVICTED FOR VIOLATION OF ANY FEDERAL OR STATE STATUTES PERTAINING TO NARCOTIC DRUGS, MARIJUANA, AND DEPRESSANT OR STIMULANT DRUGS OR SUBSTANCES? . . . . . [X] NO [ ] YES → DATE OF FINAL CONVICTION

I CERTIFY THAT THE STATEMENTS BY ME ARE TRUE.
A. SIGNATURE Carl Simmering Carl Simmering B. DATE 05-20-1997

FAA INSPECTOR'S REPORT

I HAVE —
[X] EXAMINED THIS APPLICANT'S PAPERS.
[ ] PERSONALLY TESTED THIS APPLICANT IN ACCORDANCE WITH PERTINENT PROCEDURES AND STANDARDS.

WITH THE INDICATED RESULT —
[ ] APPROVED
[ ] DISAPPROVED

PARACHUTE SEAL SYMBOL ASSIGNED ____ ____ ____
[ ] ANSWER SHEET GRADED (Military Competency)

DATE	INSPECTOR'S SIGNATURE	FAA DISTRICT OFFICE
05-30-1997	I.M. Inspector I.M. Inspector	LAX-FSDO-23

FIGURE 1-6. FAA FORM 8610-2, AIRMAN CERTIFICATE AND/OR RATING APPLICATION (REVERSE SIDE)

Typical entries for oral and practical tests administered by a DME. Applicant failed Section IV. Application disapproved.

Results of Oral and Practical Tests

MECHANIC

I. GENERAL — Airframe and Powerplant

ORAL TEST	PASS [X]	EXPIRATION DATE: 08-31-1999	FAIL [ ]		
QUES. NO.					
PRACTICAL TEST	PASS [X]	EXPIRATION DATE: 08-31-1999	FAIL [ ]		
PROJ. NO.					

II. AIRFRAME STRUCTURES

ORAL TEST	PASS [ ]	EXPIRATION DATE:	FAIL [ ]		
QUES. NO.					
PRACTICAL TEST	PASS [ ]	EXPIRATION DATE:	FAIL [ ]		
PROJ. NO.					

III. AIRFRAME SYSTEMS AND COMPONENTS

ORAL TEST	PASS [ ]	EXPIRATION DATE:	FAIL [ ]		
QUES. NO.					
PRACTICAL TEST	PASS [ ]	EXPIRATION DATE:	FAIL [ ]		
PROJ. NO.					

IV. POWERPLANT THEORY AND MAINTENANCE

ORAL TEST	PASS [ ]	EXPIRATION DATE:	FAIL [X]		
QUES. NO.	A11	B3	A5	B6	B8
PRACTICAL TEST	PASS [ ]	EXPIRATION DATE:	FAIL [X]		
PROJ. NO.	B5				

V. POWERPLANT SYSTEMS AND COMPONENTS

ORAL TEST	PASS [X]	EXPIRATION DATE: 08-31-1999	FAIL [ ]		
QUES. NO.					
PRACTICAL TEST	PASS [X]	EXPIRATION DATE: 08-31-1999	FAIL [ ]		
PROJ. NO.					

PARACHUTE RIGGER

TYPE			
SEAT	PASS [ ]	FAIL [ ]	
BACK	PASS [ ]	FAIL [ ]	
CHEST	PASS [ ]	FAIL [ ]	
LAP	PASS [ ]	FAIL [ ]	
	PASS [ ]	FAIL [ ]	

REMARKS

Oklahoma Driver License #111223333

Subjects failed:

Section IV PP Theory and Maintenance.

A. Reciprocating engines.

B. Turbine engines.

Subject not tested:

C. Engine inspection.

DESIGNATED EXAMINER'S REPORT

I have personally tested this applicant in accordance with pertinent procedures and standards, and

I HAVE INDICATED THE RESULT AS: [ ] APPROVED (Temporary Certificate Issued) [ ] APPROVED (Temporary Certificate NOT Issued) [X] DISAPPROVED [ ] FAR 65.80—ORAL/PRACTICAL PASSED

ATTACHMENTS: [ ] REPORT OF WRITTEN TEST [ ] SUPERSEDED CERTIFICATE [ ] LETTER [X] FAA FORM 8610-2 (1) [ ] TEMPORARY CERTIFICATE [ ] SEAL SYMBOL CARD

DATE TEST COMPLETED	EXAMINER'S SIGNATURE	DESIGNATION NO.
08-20-1997	John B. Jones John B. Jones	450369741

APPLICANT'S CERTIFICATION

THIS BLOCK MUST BE COMPLETED BY THE APPLICANT AT THE TIME OF ISSUANCE OF TEMPORARY CERTIFICATE (FAA FORM 8060-4)

A. HAVE YOU EVER HAD AN AIRMAN CERTIFICATE SUSPENDED OR REVOKED? [ ] NO [ ] YES If "Yes," explain on an attached sheet.

B. HAVE YOU EVER BEEN CONVICTED FOR VIOLATION OF ANY FEDERAL OR STATE STATUTES PERTAINING TO NARCOTIC DRUGS, MARIJUANA, AND DEPRESSANT OR STIMULANT DRUGS OR SUBSTANCES? [ ] NO [ ] YES → DATE OF FINAL CONVICTION

I CERTIFY THAT THE STATEMENTS BY ME ARE TRUE.

A. SIGNATURE B. DATE

FAA INSPECTOR'S REPORT

I HAVE —

[X] EXAMINED THIS APPLICANT'S PAPERS.

[ ] PERSONALLY TESTED THIS APPLICANT IN ACCORDANCE WITH PERTINENT PROCEDURES AND STANDARDS.

WITH THE INDICATED RESULT — [ ] APPROVED [ ] DISAPPROVED

PARACHUTE SEAL SYMBOL ASSIGNED ____ ____ ____

[ ] ANSWER SHEET GRADED (Military Competency)

DATE	INSPECTOR'S SIGNATURE	FAA DISTRICT OFFICE
08-29-1997	I.M. Inspector I.M. Inspector	LAX-FSDO-23

FIGURE 1-7. FAA FORM 8610-2, AIRMAN CERTIFICATE AND/OR RATING APPLICATION (REVERSE SIDE)

Typical entries for oral and practical tests administered by a DME. Credit shown for previously passed GENERAL Section.

Results of Oral and Practical Tests

MECHANIC

I. GENERAL — Airframe and Powerplant

ORAL TEST	PASS ☐	EXPIRATION DATE:								FAIL ☐	
QUES. NO.											
PRACTICAL TEST	PASS ☐	EXPIRATION DATE:								FAIL ☐	
PROJ. NO.											

II. AIRFRAME STRUCTURES

ORAL TEST	PASS ☐	EXPIRATION DATE:								FAIL ☐	
QUES. NO.											
PRACTICAL TEST	PASS ☐	EXPIRATION DATE:								FAIL ☐	
PROJ. NO.											

III. AIRFRAME SYSTEMS AND COMPONENTS

ORAL TEST	PASS ☐	EXPIRATION DATE:								FAIL ☐	
QUES. NO.											
PRACTICAL TEST	PASS ☐	EXPIRATION DATE:								FAIL ☐	
PROJ. NO.											

IV. POWERPLANT THEORY AND MAINTENANCE

ORAL TEST	PASS ☒	EXPIRATION DATE:	08-31-1998							FAIL ☐	
QUES. NO.											
PRACTICAL TEST	PASS ☒	EXPIRATION DATE:	08-31-1998							FAIL ☐	
PROJ. NO.											

V. POWERPLANT SYSTEMS AND COMPONENTS

ORAL TEST	PASS ☒	EXPIRATION DATE:	08-31-1998							FAIL ☐	
QUES. NO.											
PRACTICAL TEST	PASS ☒	EXPIRATION DATE:	08-31-1998							FAIL ☐	
PROJ. NO.											

PARACHUTE RIGGER

TYPE			
	SEAT	PASS ☐	FAIL ☐
	BACK	PASS ☐	FAIL ☐
	CHEST	PASS ☐	FAIL ☐
	LAP	PASS ☐	FAIL ☐
		PASS ☐	FAIL ☐

REMARKS

Telephone (999) 999-9999

Oklahoma Driver License #111557777

General section not tested.

Applicant has airframe certificate.

DESIGNATED EXAMINER'S REPORT

I have personally tested this applicant in accordance with pertinent procedures and standards, and

I HAVE INDICATED THE RESULT AS: ☒ APPROVED (Temporary Certificate Issued) ☐ APPROVED (Temporary Certificate NOT issued) ☐ DISAPPROVED ☐ FAR 65.80—ORAL/PRACTICAL PASSED

ATTACHMENTS: ☒ REPORT OF WRITTEN TEST (1) ☒ SUPERSEDED CERTIFICATE (1) ☐ LETTER ☒ FAA FORM 8610-2 (1) ☒ TEMPORARY CERTIFICATE (1) ☐ SEAL SYMBOL CARD

DATE TEST COMPLETED	EXAMINER'S SIGNATURE	DESIGNATION NO.
08-20-1996	John B. Jones John B. Jones	333887777

APPLICANT'S CERTIFICATION

THIS BLOCK MUST BE COMPLETED BY THE APPLICANT AT THE TIME OF ISSUANCE OF TEMPORARY CERTIFICATE (FAA FORM 8060-4)

A. HAVE YOU EVER HAD AN AIRMAN CERTIFICATE SUSPENDED OR REVOKED? ☒ NO ☐ YES If "Yes," explain on an attached sheet.

B. HAVE YOU EVER BEEN CONVICTED FOR VIOLATION OF ANY FEDERAL OR STATE STATUTES PERTAINING TO NARCOTIC DRUGS, MARIJUANA, AND DEPRESSANT OR STIMULANT DRUGS OR SUBSTANCES? ☒ NO ☐ YES → DATE OF FINAL CONVICTION

I CERTIFY THAT THE STATEMENTS BY ME ARE TRUE.

A. SIGNATURE Carl Simmering Carl Simmering B. DATE 08-20-1996

FAA INSPECTOR'S REPORT

I HAVE —
☒ EXAMINED THIS APPLICANT'S PAPERS.
☐ PERSONALLY TESTED THIS APPLICANT IN ACCORDANCE WITH PERTINENT PROCEDURES AND STANDARDS.

WITH THE INDICATED RESULT —
☐ APPROVED
☐ DISAPPROVED

PARACHUTE SEAL SYMBOL ASSIGNED ____ ____ ____
☐ ANSWER SHEET GRADED (Military Competency)

DATE	INSPECTOR'S SIGNATURE	FAA DISTRICT OFFICE
08-30-1996	I.M. Inspector I.M. Inspector	JAX-FSDO-16

FIGURE 1-8. FAA FORM 8610-2, AIRMAN CERTIFICATE AND/OR RATING APPLICATION (REVERSE SIDE)

Typical entries when applicant is under 18 years of age.

Results of Oral and Practical Tests

MECHANIC

I. GENERAL — Airframe and Powerplant

ORAL TEST	PASS [X]	EXPIRATION DATE: 10-31-1997	FAIL [ ]		
QUES. NO.					
PRACTICAL TEST	PASS [X]	EXPIRATION DATE: 10-31-1997	FAIL [ ]		
PROJ. NO.					

II. AIRFRAME STRUCTURES

ORAL TEST	PASS [X]	EXPIRATION DATE: 10-31-1997	FAIL [ ]		
QUES. NO.					
PRACTICAL TEST	PASS [X]	EXPIRATION DATE: 10-31-1997	FAIL [ ]		
PROJ. NO.					

III. AIRFRAME SYSTEMS AND COMPONENTS

ORAL TEST	PASS [X]	EXPIRATION DATE: 10-31-1997	FAIL [ ]		
QUES. NO.					
PRACTICAL TEST	PASS [X]	EXPIRATION DATE: 10-31-1997	FAIL [ ]		
PROJ. NO.					

IV. POWERPLANT THEORY AND MAINTENANCE

ORAL TEST	PASS [ ]	EXPIRATION DATE:	FAIL [ ]		
QUES. NO.					
PRACTICAL TEST	PASS [ ]	EXPIRATION DATE:	FAIL [ ]		
PROJ. NO.					

V. POWERPLANT SYSTEMS AND COMPONENTS

ORAL TEST	PASS [ ]	EXPIRATION DATE:	FAIL [ ]		
QUES. NO.					
PRACTICAL TEST	PASS [ ]	EXPIRATION DATE:	FAIL [ ]		
PROJ. NO.					

PARACHUTE RIGGER

TYPE			
SEAT	PASS [ ]	FAIL [ ]	
BACK	PASS [ ]	FAIL [ ]	
CHEST	PASS [ ]	FAIL [ ]	
LAP	PASS [ ]	FAIL [ ]	
	PASS [ ]	FAIL [ ]	

REMARKS

Oklahoma Driver License #000223333

The applicant is not 18 years of age.

Temporary certificate was not issued.

DESIGNATED EXAMINER'S REPORT

I have personally tested this applicant in accordance with pertinent procedures and standards, and

I HAVE INDICATED THE RESULT AS: [ ] APPROVED (Temporary Certificate Issued) [X] APPROVED (Temporary Certificate NOT Issued) [ ] DISAPPROVED [ ] FAR 65.80—ORAL/PRACTICAL PASSED

ATTACHMENTS: [ ] REPORT OF WRITTEN TEST [ ] SUPERSEDED CERTIFICATE [ ] LETTER [X] FAA FORM 8610-2 (1) [ ] TEMPORARY CERTIFICATE [ ] SEAL SYMBOL CARD

DATE TEST COMPLETED	EXAMINER'S SIGNATURE	DESIGNATION NO.
10-12-1995	John B. Jones	450369741

APPLICANT'S CERTIFICATION

THIS BLOCK MUST BE COMPLETED BY THE APPLICANT AT THE TIME OF ISSUANCE OF TEMPORARY CERTIFICATE (FAA FORM 8060-4)

A. HAVE YOU EVER HAD AN AIRMAN CERTIFICATE SUSPENDED OR REVOKED? [ ] NO [ ] YES If "Yes," explain on an attached sheet.

B. HAVE YOU EVER BEEN CONVICTED FOR VIOLATION OF ANY FEDERAL OR STATE STATUTES PERTAINING TO NARCOTIC DRUGS, MARIJUANA, AND DEPRESSANT OR STIMULANT DRUGS OR SUBSTANCES? [ ] NO [ ] YES → DATE OF FINAL CONVICTION

I CERTIFY THAT THE STATEMENTS BY ME ARE TRUE.

A. SIGNATURE B. DATE

FAA INSPECTOR'S REPORT

I HAVE —

[X] EXAMINED THIS APPLICANT'S PAPERS.

[ ] PERSONALLY TESTED THIS APPLICANT IN ACCORDANCE WITH PERTINENT PROCEDURES AND STANDARDS.

WITH THE INDICATED RESULT — [ ] APPROVED [ ] DISAPPROVED

PARACHUTE SEAL SYMBOL ASSIGNED ____ ____ ____

[ ] ANSWER SHEET GRADED (Military Competency)

DATE	INSPECTOR'S SIGNATURE	FAA DISTRICT OFFICE
10-17-1995	I.M. Inspector	JAX-FSDO-16

FIGURE 1-9. FAA FORM 8060-4, TEMPORARY AIRMAN CERTIFICATE
Original issuance with social security number as certificate number.

I. UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION — FEDERAL AVIATION ADMINISTRATION

ii. **TEMPORARY AIRMAN CERTIFICATE**

III. CERTIFICATE NO. **444286077**

THIS CERTIFIES THAT IV. **Samuel William Smith**
V. **2766 North Boulevard**
Springfield, VA 22003-7777

DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	SEX	NATIONALITY VI.
06-06-1965	69 IN.	170	Brown	Hazel	M	U.S.A.

IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of

Mechanic

RATINGS AND LIMITATIONS
XII. **Airframe**

Powerplant

SAMPLE

XIII.

THIS IS ☒ AN ORIGINAL ISSUANCE ☐ A REISSUANCE OF THIS GRADE OF CERTIFICATE	DATE OF SUPERSEDED AIRMAN CERTIFICATE

BY DIRECTION OF THE ADMINISTRATOR

X. DATE OF ISSUANCE	X. SIGNATURE OF EXAMINER OR INSPECTOR	EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO.
05-10-1997	John B. Jones	450369741
		DATE DESIGNATION EXPIRES: 10-31-1997

vii. AIRMAN'S SIGNATURE

FAA Form 8060-4 (8-79) USE PREVIOUS EDITION

FIGURE 1-10. FAA FORM 8060-4, TEMPORARY AIRMAN CERTIFICATE
Reissuance retaining original certificate number. Social security number provided.

I. UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION — FEDERAL AVIATION ADMINISTRATION

ii. **TEMPORARY AIRMAN CERTIFICATE**

III. CERTIFICATE NO. **6425274**

THIS CERTIFIES THAT IV. **Jane Marie Jones**

V. **3425 Tower Drive**

000-22-2222 **Dear Creek, VA 23225-4444**

DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	SEX	NATIONALITY VI.
06-12-1970	66 IN.	125	Brown	Brown	F	U.S.A.

IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of

Mechanic

RATINGS AND LIMITATIONS

XII. **Airframe**

Powerplant

SAMPLE

XIII.

THIS IS ☐ AN ORIGINAL ISSUANCE ☒ A REISSUANCE OF THIS GRADE OF CERTIFICATE

DATE OF SUPERSEDED AIRMAN CERTIFICATE: 09-10-1994

BY DIRECTION OF THE ADMINISTRATOR

X. DATE OF ISSUANCE: 05-10-1997

X. SIGNATURE OF EXAMINER OR INSPECTOR: John B. Jones

EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO.: 450369741

DATE DESIGNATION EXPIRES: 10-31-1997

vii. AIRMAN'S SIGNATURE

FAA Form 8060-4 (8-79) USE PREVIOUS EDITION

FIGURE 1-11. FAA FORM 8060-4, TEMPORARY AIRMAN CERTIFICATE
Original issuance with social security number NOT provided.

I. UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION — FEDERAL AVIATION ADMINISTRATION

II. **TEMPORARY AIRMAN CERTIFICATE**

III. CERTIFICATE NO.: **Pending**

THIS CERTIFIES THAT IV. **Samuel William Dodson**
V. **2777 North Boulevard**
Springfield, VA 22003-7777

DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	SEX	NATIONALITY VI.
06-08-1967	70 IN.	180	Black	Brown	M	U.S.A.

IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of

Mechanic

RATINGS AND LIMITATIONS
XII. **Powerplant**

SAMPLE

XIII.

THIS IS [X] AN ORIGINAL ISSUANCE [ ] A REISSUANCE OF THIS GRADE OF CERTIFICATE

DATE OF SUPERSEDED AIRMAN CERTIFICATE

BY DIRECTION OF THE ADMINISTRATOR

X. DATE OF ISSUANCE: **05-11-1997**

X. SIGNATURE OF EXAMINER OR INSPECTOR: John B. Jones
John B. Jones

EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO.: **450369741**

DATE DESIGNATION EXPIRES: **10-31-1997**

VII. AIRMAN'S SIGNATURE

FAA Form 8060-4 (8-79) USE PREVIOUS EDITION

FIGURE 1-12. EXAMPLE STATEMENT OF ADDITIONAL INSTRUCTION

12-01-1997

To whom it may concern:

I certify that I have given Mr. Samuel William Smith additional instruction in the following subject areas failed on the Powerplant Mechanic Oral and Practical Test taken 11-15-1997:

Reciprocating Engines and Turbine Engines.

I consider Mr. Smith ready for retesting.

John Phillip Farrington III

John Phillip Farrington III
A&P Mechanic
Certificate No. 441404108

FIGURE 1-13. AIRMAN COMPUTER TEST REPORT FOR AMP

MUST HAVE A RAISED, EMBOSSED SEAL.
Cannot be a machine copy.

Federal Aviation Administration
Airman Test Report

EXAM TITLE: Aviation Mechanic Powerplant (AMP)

NAME: Jones David John

ID NUMBER: 123456789 TAKE: 1

DATE: 08/14/97 SCORE: 89 GRADE: Pass

Below are subject matter knowledge codes in which questions were answered incorrectly. See the latest version of AC 60-25, Reference Materials and Subject Matter Knowledge Codes for Airman Knowledge Testing, available via the Internet: http://www.fedworld.gov/pub/faa-att, for code descriptions. A single code may represent more than one incorrect response.

A03 A04 C01 H02 J02 K02 K03 M04 O02

EXPIRATION DATE: 08/31/99

DO NOT LOSE THIS REPORT

Authorized instructor's statement. (If Applicable)

I have given Mr./Ms. _____ additional instruction in each subject area shown to be deficient and consider the applicant competent to pass the test.

Last_____ Initial _____ Cert. No. _____ Type _____
(Print Clearly)

Signature _____

FIGURE 1-14. DUPLICATE COMPUTER TEST REPORT

Duplicate reports are used when the original has been lost, and are issued by AFS-760. The duplicate report may come in various formats.

Verification that the report is authentic can be made by the presence of **INITIALS AND A DATE ON THE RAISED, EMBOSSED DOT SEAL.** The duplicate report cannot be a machine copy.

DO NOT DESTROY THIS TEST REPORT This Test Report must be presented for retesting or certification	U.S. DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION **AIRMAN COMPUTER TEST REPORT**	SSN 123-45-6789

TEST		GRADES BY SECTION							FAA OFFICE NO.	TEST DATE	EXPIRATION DATE	
TAKE NO.	TITLE	1	2	3	4	5	6	7				
1	AMP	92							SW182832	10-15-97	10-31-99	
EXPIRATION DATE Last day of month												

MECHANICS ONLY - EXPIRATION DATE CODES

The first character designates the month; the second and third characters, the year. January through September as shown by numbers 1 through 9; October as "O"; November as "N"; December as "D".

EXAMPLES: 6 91 D 91

Month (June) 6
Year (1991) 91
Month (December) D
Year (1991) 91

Doe Jane
123 WILLOW WAY
DALLAS, TX 75204

TO FIND THE SUBJECT MATTER IN WHICH QUESTIONS WERE MISSED, COMPARE THE CODES SHOWN BELOW WITH THOSE LISTED IN THE SUBJECT MATTER OUTLINE CONTAINED IN BOOK FAA-T-8080-11. APPLICANTS ARE REMINDED THAT AN INDIVIDUAL SUBJECT MATTER CODE OFTEN REPRESENTS MORE THAN ONE INCORRECT TEST QUESTION RESPONSE.

SECTION	SUBJECT MATTER CODES.
1	B02 J01 K02 M02 M04 R01 R04

When applicable, an authorized instructor may complete and sign this statement:

I HAVE GIVEN THIS APPLICANT ADDITIONAL INSTRUCTION IN THE SUBJECT AREA(S) FAILED AND CONSIDER THE APPLICANT COMPETENT TO PASS THE TEST.

LAST_____ **INITIAL** ____ **CERTIFICATE NO.**_____ **TYPE**____ **INSTRUCTOR'S SIGNATURE**_____

FRADULENT ALTERATION OF THIS FORM BY ANY PERSON IS A BASIS FOR SUSPENSION OR REVOCATION OF ANY CERTIFICATES OR RATINGS HELD BY THAT PERSON.

AC Form 8080-2 (12-90) SUPERSEDES PREVIOUS EDITION

ISSUED BY : ADMINISTRATOR
FEDERAL AVIATION ADMINISTRATION

APPENDIX 2. INSTRUCTIONS FOR COMPLETING FAA FORM 8610-2, AIRMAN CERTIFICATE AND/OR RATING APPLICATION

1. This appendix explains the procedures to be followed when applicants, DME's, and inspectors complete FAA Form 8610-2.

a. The DME or inspector shall provide FAA Form 8610-2 to the applicant.

b. Two originals of FAA Form 8610-2 must be completed by the applicant before testing begins.

c. The DME or inspector shall give detailed instruction(s) for correctly completing FAA Form 8610-2.

NOTE: The inspector or DME shall copy appendix 2 of this order and provide it to the applicant until FAA Form 8610-2 is revised with written instructions attached.

d. All entries on FAA Form 8610-2 shall be made with permanent dark ink or typewritten.

NOTE: When you make a correction, cross out and initial the mistake. Do NOT use correction fluid (white out).

e. All signatures shall be original, in dark ink, with name printed in dark ink or typewritten below or beside the signature.

f. All dates shall be entered using eight-digit numeric characters (e.g., 05-05-2000). (The dates shall not be entered as May 5, 2000 or 05/05/00.)

FIGURE 2-1. PRIVACY ACT

TEAR OFF BEFORE USE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

SUPPLEMENTAL INFORMATION

AIRMAN CERTIFICATE AND/OR RATING APPLICATION — PRIVACY ACT

This supplements the form appearing below. Airman Certificate and/or Rating Application.

The information on the form is solicited under authority of the Federal Aviation Regulations, Part 65.

Submission of all the data is mandatory except for Social Security Account Number which is voluntary.

The purpose of this information is to establish eligibility for certification and/or airman rating.

The data will be used to identify and evaluate your qualifications and eligibility for the issuance of an airman certificate and/or rating.

Certification cannot be completed unless the data is complete.

Disclosure of your Social Security Account Number is optional: Disclosure will facilitate maintenance of your records which are maintained in alphabetical order and cross referenced with your SSAN and airman number to provide prompt access. In event of nondisclosure a unique number will be assigned to your file.

FAA FORM 8610-2 (2-85)

Detach this part before using form below.

2. The DME or inspector shall advise the applicant to read the **PRIVACY ACT** on FAA Form 8610-2. The **PRIVACY ACT** is to be removed before FAA Form 8610-2 is used. (For an example, see figure 2-1.)

FIGURE 2-2. TOP SECTION

TYPE OR PRINT ALL ENTRIES IN INK — Form Approved OMB No. 2120-0022

U.S. Department of Transportation
Federal Aviation Administration

AIRMAN CERTIFICATE AND/OR RATING APPLICATION

☐ MECHANIC
☐ AIRFRAME
☐ POWERPLANT

☐ REPAIRMAN
_____ (Specify Rating)

☐ PARACHUTE RIGGER
☐ SENIOR ☐ MASTER
☐ SEAT ☐ CHEST
☐ BACK ☐ LAP

APPLICATION FOR: ☐ ORIGINAL ISSUANCE ☐ ADDED RATING

3. The applicant shall complete the **TOP SECTION** of FAA Form 8610-2. (For an example, see figure 2-2.)

a. The applicant must check the **MECHANIC** box.

b. The applicant must check the appropriate box(es) for the rating(s) sought (e.g., **AIRFRAME** and/or **POWERPLANT**).

c. The applicant must check either the **ORIGINAL ISSUANCE** or the **ADDED RATING** box. The **ADDED RATING** box will only be checked when the applicant has a aviation mechanic certificate and is actually adding a rating.

NOTE: No other boxes are checked on the TOP SECTION of FAA Form 8610-2 by an aviation mechanic applicant.

FIGURE 2-3. BLOCK I—APPLICANT INFORMATION

I. APPLICATION INFORMATION

A. NAME (First, Middle, Last)					K. PERMANENT MAILING ADDRESS
B. SOCIAL SECURITY NO.	C. DOB (Mo., Day, Yr.)		D. HEIGHT IN.	E. WEIGHT	NUMBER AND STREET, P.O. BOX, ETC
F. HAIR	G. EYES	H. SEX	I. NATIONALITY (Citizenship)		CITY
J. PLACE OF BIRTH					STATE ZIP CODE
L. HAVE YOU EVER HAD AN AIRMAN CERTIFICATE SUSPENDED OR REVOKED? ☐ NO ☐ YES (If "YES," explain on an attached sheet keying to appropriate item number					M. DO YOU NOW OR HAVE YOU EVER HELD AN FAA AIRMAN CERTIFICATE? ☐NO ☐YES SPECIFY TYPE:
N. HAVE YOU EVER BEEN CONVICTED FOR VIOLATION OF ANY FEDERAL OR STATE STATUTES PERTAINING TO NARCOTIC DRUGS, MARIJUANA, AND DEPRESSANT OR STIMULANT DRUGS OR SUBSTANCES? ☐NO ☐YES →					DATE OF FINAL CONVICTION

4. **BLOCK I—APPLICANT INFORMATION** The DME or inspector shall warn the applicant to read the fine print. (For an example, see figure 2-3.)

a. **ITEM A—NAME (First, Middle, Last)**

(1) The applicant shall enter his or her legal name; however, for record purposes, no more than one middle name shall be entered. The applicant's name shall not be changed on the subsequent FAA Form 8610-2 unless it is done in accordance with 14 CFR part 65, section 65.16. If the applicant's name exceeds the number of characters allowed (50, including spaces), the Airmen Certification Branch, AFS-760, will make necessary changes to allow for computer acceptance.

(2) If the applicant has no middle name, the applicant shall enter **NMI** (no middle initial) or **NMN** (no middle name).

(3) If the applicant has initial(s) only, the applicant shall enter those initials and then enter **INITIAL ONLY**.

(4) If the applicant is a junior, III, IV, etc., the applicant will so indicate.

NOTE: If the applicant already has an FAA aviation mechanic certificate, the name on FAA Form 8610-2 must be the same as the name on the FAA aviation mechanic certificate unless it is changed in accordance with section 65.16.

b. **ITEM B—SOCIAL SECURITY NO.**

(1) Completing item B is optional (see **PRIVACY ACT**).

(2) The applicant shall either enter his or her social security number or enter one of the following notations: **DO NOT USE** or **NONE**.

c. **ITEM C—DOB (Mo., Day, Yr.)**

(1) The applicant shall enter all dates using eight-digit numeric characters (e.g., 07-09-1945). (The dates shall not be entered as July 9, 1945 or 07/09/45.)

(2) The DME or inspector shall verify the date of birth (DOB). The **DOB** is a problem area.

(3) If the applicant has other FAA certificate(s), the DME or inspector shall verify that the **DOB** is the same as that entered on the FAA Form 8610-2.

d. **ITEM D—HEIGHT**

(1) The applicant shall enter his or her height in inches. For example, if the applicant is 5'9", the applicant would enter 69.

(2) The applicant will use whole inches only. No fractions shall be used.

e. **ITEM E—WEIGHT**

(1) The applicant shall enter his or her weight in pounds.

(2) The applicant will use whole pounds only. No fractions shall be used.

f. **ITEM F—HAIR**

(1) The applicant shall spell out the color of his or her hair or use an abbreviation that cannot be confused with another color.

(2) Acceptable hair colors are: brown, black, blond, gray, and red.

(3) If the applicant is bald, enter bald.

(4) If the applicant is wearing a wig or toupee, enter the color of hair under the wig or toupee.

g. **ITEM G—EYES**

(1) The applicant shall spell out the color of his or her eyes or use an abbreviation that cannot be confused with another color.

(2) Acceptable eye colors are: brown, black, blue, hazel, gray, and green.

h. **ITEM H—SEX**

(1) If the applicant is a male, he will enter **M**.

(2) If the applicant is a female, she will enter **F**.

i. **ITEM I—NATIONALITY *(Citizenship)***

(1) The applicant shall enter the country in which he or she maintains citizenship.

(2) The applicant's nationality must be one listed in appendix 3.

(3) Dual citizenship will be accepted. (Example: USA/CANADA.)

(4) Stateless is acceptable, if appropriate.

j. **ITEM J—PLACE OF BIRTH**

(1) If the applicant was born in the U.S., the applicant shall enter the city and state.

(2) If the city is unknown, enter the county and state.

(3) If the applicant was born outside of the U.S., the applicant shall enter the name of the city and country, or province and country in the REMARKS area. If the applicant was NOT born in a city and county or a province and country, (e.g., Middle of Atlantic Ocean on the HMS Queen Victoria), that information shall be entered in the REMARKS area.

k. **ITEM K—PERMANENT MAILING ADDRESS**

(1) **NUMBER AND STREET, P.O. BOX, ETC** The applicant shall enter this information above the first dotted line. This information shall not exceed 33 characters, including spaces.

(2) **CITY** The applicant shall enter this information above the second dotted line. The city name shall not exceed 17 characters, including spaces. When necessary, the applicant shall abbreviate the address (not to exceed 17 characters, including spaces).

(3) **STATE and ZIP CODE** The applicant shall enter this information on the bottom dotted line.

NOTE: A post office address is not acceptable for the purpose of applying for an airman certificate, unless the applicant resides on a rural route, a boat, or in some other manner that requires the use of a post office box or rural route for an address. If a post office box or rural route is used, the applicant must furnish (on a separate sheet of paper) the directions required to find his or her residence. This becomes part of the certification file and must be signed by the applicant. These directions are not required for APO/FPO type addresses or foreign applicants.

EXAMPLE: "I live 2 miles north of state highway 12 on Mockingbird Lane. Two-story house with a barn in the back. (This statement must be signed by the applicant.) Two copies are required.

l. **ITEM L—HAVE YOU EVER HAD AN AIRMAN CERTIFICATE SUSPENDED OR REVOKED?**

(1) The applicant shall check either the **YES** box or the **NO** box. (A student pilot's certificate is a pilot certificate.)

(2) If the **YES** box is checked, refer to 14 CFR part 65, section 65.11(c), 14 CFR part 65, section 65.11(d)(2), and 14 CFR part 65, section 65.12.

(3) If the DME or applicant does not understand the requirements of part 65 as it applies to a particular situation, contact the supervising FSDO or IFO for clarification and assistance.

m. **ITEM M—DO YOU NOW OR HAVE YOU EVER HELD AN FAA AIRMAN CERTIFICATE?**

(1) The applicant shall check either the **YES** box or the **NO** box.

(2) If the applicant checks the **YES** box, the applicant must make an entry by the **SPECIFY TYPE** area.

(3) The types of certificates which shall be entered in the **SPECIFY TYPE** area are: pilot, mechanic, repairman, etc. (A student pilot's certificate is a pilot certificate.)

NOTE: An IA, DME, DPRE, etc., are not FAA certificates.

n. **ITEM N—HAVE YOU EVER BEEN CONVICTED FOR VIOLATION OF ANY FEDERAL OR STATE STATUTES PERTAINING TO NARCOTIC DRUGS, MARIJUANA, AND DEPRESSANT OR STIMULANT DRUGS OR SUBSTANCES?**

(1) The applicant shall check either the **YES** box or the **NO** box.

(2) If the applicant checks the **YES** box, the applicant must make an entry by the **DATE OF FINAL CONVICTION** area. Refer to section 65.12.

(3) If the DME or applicant does not understand the requirements of part 65 as it applies to a particular situation, contact the supervising FSDO or IFO for clarification and assistance.

FIGURE 2-4. BLOCK II—CERTIFICATE OR RATING APPLIED FOR ON BASIS OF —

II. CERTIFICATE OR RATING APPLIED FOR ON BASIS OF-					
☐ A. CIVIL EXPERIENCE	☐ B. MILITARY EXPERIENCE	☐ C. LETTER OF RECOMMENDATION FOR REPAIRMAN (Attach copy)			
☐ D. GRADUATE OF APPROVED COURSE	(1) NAME AND LOCATION OF SCHOOL				
	(2) SCHOOL NO.	(3) CURRICULUM FROM WHICH GRADUATED		(4) DATE	
☐ E. STUDENT HAS MADE SATISFACTORY PROGRESS AND IS RECOMMENDED TO TAKE THE ORAL/ PRACTICAL TEST (FAR 65.80)	(1) SCHOOL NAME		NO	(2) SCHOOL OFFICIAL'S SIGNATURE	
☐ F. SPECIAL AUTHORIZATION TO TAKE MECHANIC'S ORAL/PRACTICAL TEST (FAR 65.80)	(1) DATE AUTH.	(2) DATE AUTH. EXPIRES	(3) FAA INSPECTOR SIGNATURE		(4) FAA DIST OFC.

5. **BLOCK II—CERTIFICATE OR RATING APPLIED FOR ON BASIS OF** — (For an example, see figure 2-4.)

a. When the applicant is a graduate of an approved AMTS, the applicant shall complete block II as follows:

(1) **ITEM D—GRADUATE OF APPROVED COURSE** The applicant will check item D, if he or she is a graduate of an AMTS.

(2) **ITEM D(1)—NAME AND LOCATION OF SCHOOL** The applicant will enter the name and location of the AMTS, as shown on the graduation certificate.

(3) **ITEM D(2)—SCHOOL NO** The applicant will enter the AMTS certificate number.

(4) **ITEM D(3)—CURRICULUM FROM WHICH GRADUATED** The applicant will enter the approved curriculum from which he or she graduated, as shown on the graduation certificate.

NOTE: To accommodate those students attending an AMTS having separate curriculums who choose to complete the Airframe curriculum and the Powerplant curriculum before testing, EXAMPLE: The student completes Airframe on 01-15-1997, completes Powerplant on 10-15-1997, and requests to be tested on 10-20-1997. Item D(3) of the FAA Form 8610-2 shows, curriculum completed as AIRFRAME, POWERPLANT. The inspector or DME will attach a copy of all certificates of completion, or make a statement in the remarks section indicating the date of completion for all certificates.

(5) **ITEM D(4) DATE** The applicant shall enter the date of graduation or the date on the certificate of completion.

NOTE: If copies of applicant's certificates are attached, enter in Item D(4) "see attached". If dates of completion are used in the remarks, enter in Item D(4) "see remarks".

b. When the applicant wishes to receive authorization to take the oral and practical tests before taking the computer knowledge test, the following items must be completed:

(1) **ITEM D—GRADUATE OF APPROVED COURSE** The applicant must not check item D. (The applicant has not graduated from an AMTS.)

(2) **ITEM D(1)—NAME AND LOCATION OF SCHOOL** The applicant shall enter the name and location of the AMTS.

(3) **ITEM D(2)—SCHOOL NO** The applicant shall enter the AMTS's certificate number.

(4) **ITEM D(3)—CURRICULUM FROM WHICH GRADUATED** The applicant shall enter the approved curriculum from which he or she will graduate.

(5) **ITEM D(4)—DATE** The applicant shall enter the date he or she will graduate or when the certificate of completion will be issued. The applicant shall enter all dates using eight-digit numeric characters (e.g., 04-20-2000). (The dates shall not be entered as April 20, 2000 or 04-20-00.)

(6) ITEM E—STUDENT HAS MADE SATISFACTORY PROGRESS AND IS RECOMMENDED TO TAKE THE ORAL/PRACTICAL TEST (14 CFR part 65, section 65.80) An authorized AMTS official must indicate that the student meets the requirements of section 65.80 by checking item E.

(7) **ITEM E(1)—SCHOOL NAME - NO** An authorized AMTS official will enter the AMTS's name and number.

(8) **ITEM E(2)—SCHOOL OFFICIAL'S SIGNATURE** The authorizing AMTS official shall enter his or her signature above or beside his or her typed or printed name.

(9) **ITEM F—SPECIAL AUTHORIZATION TO TAKE THE MECHANIC'S ORAL/PRACTICAL TEST (section 65.80)** After an inspector has reviewed the AMTS record and documents of the applicant and is satisfied that the applicant meets the requirements of section 65.80, item F will be checked.

(10) **ITEM F(1)—DATE AUTH** The inspector shall enter the date of the authorization.

(11) **ITEM F(2)—DATE AUTH EXPIRES** The inspector shall enter the date the authorization will expire. The date in item F(2) shall never be subsequent to the date appearing in item D(4). The provision of section 65.80 does not apply after the student graduates.

(12) **ITEM F(3)—FAA INSPECTOR SIGNATURE** The inspector shall enter his or her signature above or beside his or her typed or printed name.

(13) **ITEM F(4)—FAA DIST OFC** The inspector shall enter his or her FSDO or IFO identification.

NOTE: DME's shall not administer the mechanic oral and practical tests before the applicant has passed the appropriate mechanic written test, unless items D, E, and F are completed.

c. When the applicant is applying on the basis of experience.

(1) **ITEM A—CIVIL EXPERIENCE** If practical experience was gained in civil activity, the applicant will check item A.

(2) **ITEM B—MILITARY EXPERIENCE** If practical experience was gained in military activity, the applicant will check item B.

NOTE: If practical experience was gained in both civil activity and military activity, the applicant will check item A and item B.

(3) **ITEM C—LETTER OF RECOMMENDATION FOR REPAIRMAN *(Attach copy)*** An applicant shall never check item C.

FIGURE 2-5. BLOCK III—RECORD OF EXPERIENCE

III. RECORD OF EXPERIENCE

A. MILITARY COMPETENCE OBTAINED IN →	(1) SERVICE	(2) RANK OR PAY LEVEL	(3) MILITARY SPECIALTY CODE

B. APPLICANTS OTHER THAN FAA CERTIFICATED SCHOOL GRADUATES, LIST EXPERIENCE RELATING TO CERTIFICATE AND RATING APPLIED FOR.
(Continue on separate sheet, if more space is needed)

DATES—MONTH AND YEAR FROM	DATES—MONTH AND YEAR TO	EMPLOYER AND LOCATION	TYPE WORK PERFORMED

C. PARACHUTE RIGGER APPLICANTS INDICATE BY TYPE HOW MANY PARACHUTES PACKED →	SEAT	CHEST	BACK	LAP	FOR MASTER RATING ONLY	PACKED AS A — ☐ SENIOR RIGGER	☐ MILITARY RIGGER

6. **BLOCK III—RECORD OF EXPERIENCE** (For an example, see figure 2-5.)

a. When the applicant has gained all or part of the required experience in the military, the following items will be completed:

(1) **ITEM A(1)—SERVICE** The applicant shall enter the branch of service (e.g., Army, Navy, etc.).

(2) **ITEM A(2)—RANK OR PAY LEVEL** The applicant shall enter his or her rank or pay level.

(3) **ITEM A(3)—MILITARY SPECIALTY CODE** The applicant shall enter his or her military specialty code.

NOTE: Before an applicant will be authorized to take an aviation mechanic computer knowledge test, an inspector will review the applicant's documents and records. The applicant's documents and records must show that the applicant received the required experience in civil activity and/or military activity. The inspector will determine that the applicant is eligible to take the appropriate aviation mechanic computer knowledge test as required by 14 CFR part 65, section 65.77(a) and 14 CFR part 65, section 65.77(b). The inspector who reviews these documents shall hold a mechanic certificate with an A and P rating.

b. **ITEM B—APPLICANTS OTHER THAN FAA CERTIFICATED SCHOOL GRADUATES. LIST EXPERIENCE RELATING TO CERTIFICATE AND RATING APPLIED FOR** *(Continue on separate sheet, if more space is needed).*

(1) When the applicant's experience was gained in civil and/or military activity, the applicant's experience will be entered in item B. (See section 65.77(a) and section 65.77(b).)

(2) The applicant's experience must meet the requirements in section 65.77(a) and section 65.77(b).

(3) The inspector shall advise applicants that the experience used to show qualifications shall be recorded in item B. The applicant will enter his or her experience as follows:

(a) **DATES—MONTH AND YEAR** The applicant shall enter his or her dates of employment using eight-digit numeric characters (e.g., 01-05-2000). (The dates shall not be entered as January 5, 2000 or 01-05-00.) ***NOTE: The form does not state the "day" is required; however, the "day" is required by AFS-760."***

(b) **EMPLOYER AND LOCATION** The applicant will enter the employer's name and location (city and state) in this area.

(c) **TYPE WORK PERFORMED** The applicant will enter the type of work performed in this area. If all of the applicant's experience cannot be recorded in item B, the applicant may use additional sheets of paper. (See appendix 1, figures 1-2, 1-2a, and 1-3.)

(4) DME's are not required to review the applicant's documents and records to verify the experience listed. However, the DME will verify that the applicant has entered sufficient experience on FAA Form 8610-2 to satisfy the experience and time requirements of section 65.77(a) and section 65.77(b).

NOTE: Mechanic applicants are to disregard item C.

FIGURE 2-6. BLOCK IV—APPLICANT'S CERTIFICATION

IV. APPLICANT'S CERTIFICATION	I CERTIFY THAT THE STATEMENTS BY ME ON THIS APPLICATION ARE TRUE A. SIGNATURE	B. DATE

7. **BLOCK IV—APPLICANT'S CERTIFICATION** (For an example, see figure 2-6.)

a. Prior to the applicant signing block IV the following must be completed:

(1) ITEM A—SIGNATURE The inspector will have the applicant review the FAA Form 8610-2 before the applicant signs his or her name. (If the FAA Form 8610-2 was prepared by someone other than the applicant, the applicant should review the FAA Form 8610-2 carefully.)

(a) The FAA Form 8610-2 shall be signed as the applicant normally signs his or her name above or beside his or her typed or printed name.

(b) For verification purposes, the inspector shall require the applicant to provide identification showing a photograph and signature.

1 A drivers license, military identification, passport, etc., may be used for verification.

2 The name and number of the document used for verification will be recorded in the REMARKS area. (See appendix 1, figures 1-5, 1-6, 1-7, and 1-18 for examples.)

(c) The inspector shall explain that the applicant's signature is a certification of true and correct information appearing on the FAA Form 8610-2. False statements or false information for which the applicant has signed may be grounds to revoke all FAA certificates he or she may possess.

(2) **ITEM B—DATE** The applicant shall enter the date the FAA Form 8610-2 was signed.

NOTE: Prior to giving the oral and practical tests, the DME will ask the applicant for identification to reverify the information shown on the FAA Form 8610-2. If identification has been recorded in the REMARKS area, the DME will initial this to verify the same identification. If identification was not entered in the REMARKS area, the DME will enter this information.

FIGURE 2-7. BLOCK V—I FIND THIS APPLICANT MEETS THE EXPERIENCE REQUIREMENTS OF FAR 65 AND IS ELIGIBLE TO TAKE THE REQUIRED TESTS

V. I FIND THIS APPLICANT MEETS THE EXPERIENCE REQUIREMENTS OF FAR 65 AND IS ELIGIBLE TO TAKE THE REQUIRED TESTS	DATE	INSPECTOR'S SIGNATURE	FAA DISTRICT OFFICE

8. **BLOCK V—I FIND THIS APPLICANT MEETS THE EXPERIENCE REQUIREMENTS OF FAR 65 AND IS ELIGIBLE TO TAKE THE REQUIRED TESTS** (For an example, see figure 2-7.)

a. Prior to the inspector signing block V, the following must be completed:

b. **DATE** The inspector shall enter the date the authorization took place. The inspector shall enter all dates using eight-digit numeric characters (e.g., 01-04-2000). (The dates shall not be entered as January 4, 2000 or 01-04-00.)

c. **INSPECTOR'S SIGNATURE** The inspector will sign his or her name and also print his or her name in this area.

d. **FAA DISTRICT OFFICE** The inspector will provide the office identifier.

FIGURE 2-8. FOR FAA USE ONLY

FOR FAA USE ONLY

Emp.	reg.	D.O.	seal	con	ss	Act	lev	TR	s.h	Srch	#rte	RATING (1)	RATING (2)	RATING (3)	RATING (4)

LIMITATIONS

FAA Form 8610-2 (2-85) SUPERSEDES PREVIOUS EDITION

9. **FOR FAA USE ONLY** Applicants and DME's are to disregard this area. This area is for FAA use only. (For an example, see figure 2-8.)

FIGURE 2-9. FAA INSPECTOR'S REPORT

FAA INSPECTOR'S REPORT

I HAVE —
☐ EXAMINED THIS APPLICANT'S PAPERS.
☐ PERSONALLY TESTED THIS APPLICANT IN ACCORDANCE WITH PERTINENT PROCEDURES AND STANDARDS.

WITH THE INDICATED RESULT —
☐ APPROVED
☐ DISAPPROVED

PARACHUTE SEAL SYMBOL ASSIGNED ___ ___ ___
☐ ANSWER SHEET GRADED (Military Competency)

DATE	INSPECTOR'S SIGNATURE	FAA DISTRICT OFFICE

10. **FAA INSPECTOR'S REPORT** (See the reverse side of FAA Form 8610-2.)

a. The inspector will NOT check the **APPROVED** box or the **DISAPPROVED** box unless he or she has **personally** given the applicant the oral and practical test.

b. The inspector will check only the **EXAMINED THIS APPLICANT'S PAPERS** box.

(1) The inspector shall complete the **DATE** box using eight-digit numeric characters (e.g., 01-04-2000). (The dates shall not be entered as January 4, 2000 or 01-04-00.)

(2) The inspector will sign above or beside his or her typed or printed name in the **INSPECTOR'S SIGNATURE** box.

(3) The inspector will enter his or her supervising FSDO or IFO identification in the **FAA DISTRICT OFFICE** box.

APPENDIX 3. NATIONALITY (CITIZENSHIP) TO BE USED TO COMPLETE BLOCK I OF FAA FORM 8610-2, AIRMAN CERTIFICATE AND/OR RATING APPLICATION

ADEN
AFGHANISTAN
ALBANIA
ALGERIA
AMERICAN SAMOA
ANDORRA
ANGOLA
ANTARCTICA
ANTIGUA & BARBUDA
ARCTIC OCEAN
ARGENTINA
ARMENIA
ARUBA
ASHMORE CARTIER IS
ATLANTIC ISLAND
AUSTRALIA
AUSTRIA
AZERBAIJAN
AZORES
BAHAMAS, THE
BAHRAIN
BAKER ISLAND
BANGLADESH
BARBADOS
BASSAS DA INDIA
BELARUS
BELGIUM
BELIZE
BENIN
BERMUDA
BHUTAN
BOLIVIA
BOSNIA & HERZEGOVI
BOTSWANA
BOUVET ISLAND
BRAZIL
BRITISH HONDURAS
BRITISH INDIAN OCN
BRITISH VIRGIN IS
BRITISH WST INDIES
BRUNEI
BULGARIA
BURKINA
BURMA
BURUNDI
CAMBODIA
CAMEROON
CANADA
CANAL ZONE
CANARY ISLANDS
CANTON-ENDERBURY
CAPE VERDE
CAYMAN ISLANDS
CENTRAL AFRICAN RP
CEYLON
CHAD
CHANNEL ISLES
CHILE
CHINA
CHRISTMAS ISLAND
CISKEI
COCOS (KEELING) IS
COLOMBIA
COMOROS
CONGO
COOK ISLANDS
CORAL SEA ISLANDS
COSTA RICA
COTE D'IVOIRE
CROATIA
CUBA
CYPRUS
CZECH REPUBLIC
CZECHOSLOVAKIA
DAHOMEY
DENMARK
DJIBOUTI
DOMINICA
DOMINICAN REPUBLIC
ECUADOR
EAST GERMANY
EGYPT
EL SALVADOR
ERITREA
ESTONIA
ETHIOPIA
EQUATORIAL GUINEA
EUROPA ISLAND
FALKLAND ISLANDS
FAROE ISLANDS
FED ST MICRONESIA
FIJI
FINLAND

FR SO & ANTARCTIC
FRANCE
FRENCH AFARS-ISSAS
FRENCH GUIANA
FRENCH POLYNESIA
FRENCH SOMALILAND
FRENCH WEST INDIES
GABON
GAMBIA, THE
GAZA STRIP
GEORGIA
GERMANY
GERMANY, BERLIN
GHANA
GIBRALTAR
GREECE
GREENLAND
GRENADA
GUADELOUPE
GUAM
GUATEMALA
GUINEA
GUINEA-BISSAU
GUYANA
HAITI
HEARD MCDONALD IS
HONDURAS
HONG KONG
HUNGARY
ICELAND
INDIA
INDONESIA
IRAN
IRAQ
IRAQ-SAUDI ARABIA
IRELAND
ISRAEL
ITALY
JAMAICA
JAPAN
JARVIS ISLAND
JERSEY
JOHNSTON ATOLL
JORDAN
KAZAKHSTAN
KENYA
KIRIBATI
KOREA, NORTH
KOREA, REPUBLIC OF
KUWAIT
KYRGYZSTAN
LAOS
LATVIA
LEBANON
LEEWARD ISLES
LESOTHO
LIBERIA
LIBYA
LIECHTENSTEIN
LITHUANIA
LUXEMBOURG
MACAU
MACEDONIA
MADAGASCAR
MALAWI
MALAYSIA
MALAYSIA (ASIA)
MALDIVES
MALI
MALTA
MARSHALL ISLANDS
MARTINIQUE
MAURITANIA
MAURITIUS
MEXICO
MIDWAY ISLANDS
MOLDOVA
MONACO
MONGOLIA
MONTENEGRO
MONTSERRAT
MOROCCO
MOZAMBIQUE
MUSCAT AND OMAN
NAMIBIA
NAMPO-SHOTO
NAURU
NAVASSA ISLAND
NEPAL
NETHERLANDS
NETHERLANDS ANTILL
NEW CALEDONIA
NEW GUINEA
NEW HEBRIDES
NEW ZEALAND
NICARAGUA
NIGER
NIGERIA
NIUE
NORFOLK ISLAND
NORTH MARIANA ISL
NORWAY
OMAN
ORG OF E CARIB STS
PAKISTAN

PALAU
PALESTINE
PANAMA
PAPUA NEW GUINEA
PARACEL ISLANDS
PARAGUAY
PERU
PHILIPPINES
PITCAIRN ISLANDS
POLAND
PORTUGAL
PORTUGUESE GUINEA
PUERTO RICO
QATAR
REUNION
ROMANIA
RUSSIA
RWANDA
RYUKYU ISLANDS
SAIPAN
SAO TOME PRINCIPE
SAN MARINO
SAUDI ARABIA
SENEGAL
SERBIA
SEYCHELLES
SIERRA LEONE
SINGAPORE
SLOVAKIA
SLOVENIA
SOLOMON ISLANDS
SOMALIA
SOUTH AFRICA
SOUTH RHODESIA
SOUTH-WEST AFRICA
SOVIET UNION
SPAIN
SPANISH SAHARA
SRI LANKA
ST CHRIS AND NEVIS
ST HELENA
ST KITTS AND NEVIS
ST LUCIA
ST PIERRE MIQUELON
ST VINCENT & GRENA
SUDAN
SURINAME
SVALBARD-JAN MAYEN
SWAN ISLANDS
SWAZILAND
SWEDEN
SWITZERLAND
SYRIA
TAIWAN
TAIWAN, ROC
TAJIKISTAN
TANZANIA
THAILAND
TOGO
TOKELAU
TONGA
TRINIDAD & TOBAGO
TRUST TERR PAC ISL
TUNISIA
TURKEY
TURKMENISTAN
TURKS & CAICOS ISL
UAR
UGANDA
UKRAINE
UNITED ARAB EMIRAT
UNITED KINGDOM
URUGUAY
USA
UZBEKISTAN
VANUATU
VATICAN CITY
VENEZUELA
VIETNAM
VIRGIN ISLANDS
WAKE ISLAND
WALLIS AND FUTUNA
WEST GERMANY
WEST INDIES
WESTERN SAHARA
WESTERN SAMOA
YEMEN
YEMEN (ADEN)
YEMEN (SANAA)
YUGOSLAVIA
ZAIRE
ZAMBIA
ZIMBABWE

STATELESS

APPENDIX 4. ORAL AND PRACTICAL TEST SECTIONS AND SUBJECTS

I. GENERAL—AIRFRAME AND POWERPLANT

A. Basic Electricity
B. Aircraft Drawings
C. Weight and Balance
D. Fluid Lines and Fittings
E. Materials and Processes
F. Ground Operation and Servicing
G. Cleaning and Corrosion Control
H. Mathematics
I. Maintenance Forms and Records
J. Basic Physics
K. Maintenance Publications
L. Mechanic Privileges and Limitations

II. AIRFRAME STRUCTURES

A. Wood Structures
B. Aircraft Covering
C. Aircraft Finishes
D. Sheet Metal and Nonmetallic Structures
E. Welding
F. Assembly and Rigging
G. Airframe Inspection
H. RESERVED
I. RESERVED
J. RESERVED

III. AIRFRAME SYSTEMS AND COMPONENTS

K. Aircraft Landing Gear Systems
L. Hydraulic and Pneumatic Power System
M. Cabin Atmosphere Control Systems
N. Aircraft Instrument Systems
O. Communications and Navigation Systems
P. Aircraft Fuel Systems
Q. Aircraft Electrical Systems
R. Position and Warning Systems
S. Ice and Rain Control Systems
T. Fire Protection Systems

IV. POWERPLANT THEORY AND MAINTENANCE

A. Reciprocating Engines
B. Turbine Engines
C. Engine Inspection
D. RESERVED
E. RESERVED
F. RESERVED
G. RESERVED

V. POWERPLANT SYSTEMS AND COMPONENTS

H. Engine Instrument Systems
I. Engine Fire Protection Systems
J. Engine Electrical Systems
K. Lubrication Systems
L. Ignition and Starting Systems
M. Fuel Metering Systems
N. Engine Fuel Systems
O. Induction and Engine Airflow Systems
P. Engine Cooling Systems
Q. Engine Exhaust and Reverser Systems
R. Propellers
T. Turbine Powered Auxiliary Power Units

APPENDIX 5. EXAMPLE AVIATION MECHANIC ORAL AND PRACTICAL TEST PLANNING SHEET

The following Aviation Mechanic Oral and Practical Test Planning Sheet is printed in its entirety. It is recommended that examiners duplicate the sample form and use as needed while conducting the oral and practical tests.

AIRFRAME AND POWERPLANT MECHANIC ORAL AND PRACTICAL TEST PLANNING SHEET

1. Name	3. DME's Name
2. Signature	4. DME's Signature

	ORAL QUESTIONS			PRACTICAL PROJECTS		
5. SECTION I--GENERAL	Oral Question Number	PASS	FAIL	Practical Assigned and Level	PASS	FAIL
A. Basic Electricity						
B. Aircraft Drawings						
C. Weight and Balance						
D. Fluid Lines and Fittings						
E. Materials and Processes						
F. Ground Operation and Servicing						
G. Cleaning and Corrosion Control						
H. Mathematics						
I. Maintenance Forms and Records						
J. Basic Physics						
K. Maintenance Publications						
L. Mechanic Privileges and Limitations						
SECTION II--AIRFRAME STRUCTURES						
A. Wood Structures						
B. Aircraft Covering						
C. Aircraft Finishes						
D. Sheet Metal and Nonmetallic Structures						
E. Welding						
F. Assembly and Rigging						
G. Airframe Inspection						
SECTION III--AIRFRAME SYSTEMS AND COMPONENTS						
K. Aircraft Landing Gear Systems						
L. Hydraulic and Pneumatic Power System						
M. Cabin Atmosphere Control Systems						
N. Aircraft Instrument Systems						
O. Communications and Navigation Systems						
P. Aircraft Fuel Systems						
Q. Aircraft Electrical Systems						
R. Position and Warning Systems						
S. Ice and Rain Control Systems						
T. Fire Protection Systems						
SECTION IV--POWERPLANT THEORY AND MAINTENANCE						
A. Reciprocating Engines						
B. Turbine Engines						
C. Engine Inspection						
SECTION V--POWERPLANT SYSTEMS AND COMPONENTS						
H. Engine Instrument Systems						
I. Engine Fire Protection Systems						
J. Engine Electrical Systems						
K. Lubrication Systems						
L. Ignition and Starting Systems						
M. Fuel Metering Systems						
N. Engine Fuel Systems						
O. Induction and Engine Airflow Systems						
P. Engine Cooling Systems						
Q. Engine Exhaust and Reverser Systems						
R. Propellers						
T. Turbine Powered Auxiliary Power Unit (APU)						

6. REMARKS (INCLUDE ADDITIONAL QUESTIONS OR PROJECTS IN THE REMARKS SECTION ON REVERSE)

7. Beginning Date | 8. Ending Date | 9. TOTAL TEST TIME (HRS) (MIN)

AIRFRAME AND POWERPLANT MECHANIC ORAL AND PRACTICAL PLANNING SHEET

REMARKS (Continued)

Instructions for completing the Planning Sheet:

1. Applicant's name as it appears on the FAA Form 8610-2.
2. Applicant's signature: Applicant shall sign in this block.
3. DME's name as it appears on certificate.
4. DME's signature: DME shall sign in this block.
5. The Oral question number will be placed in the block to the right. If the question is incorrectly answered, place an X over the number. Place an X in the Pass/Fail column to indicate the status of Subject Area. The assigned Practical Project number(s) shall be placed in the assigned block with the level of the project. The Pass/Fail column will be utilized to indicate the status of the subject area.
6. Remarks may be used to complete Oral or Practical Projects.
7. Beginning Date: Six-digit date indicating beginning date of test.
8. Ending Date: Six-digit date indicating ending date of test.
9. Total Time of Test: Indicvate in hours and minutes total time of test. (Example 8 HRS 15 MIN)

U.S. Department
of Transportation

**Federal Aviation
Administration**

Directive Feedback Information

Please submit any written comments or recommendations for improving this directive, or suggest new items or subjects to be added to it. Also, if you find an error, please tell us about it.

Subject: **Order 8610.4H**

To: FAA, **ATTN: AFS-640,** P.O. Box 25082, Oklahoma City, OK 73125

(Please check all appropriate line items.)

___ An error (procedural or typographical) has been noted in paragraph _____ on page _____.

___ Recommend paragraph _____ on page _____ be changed as follows:
(Attach separate sheet if necessary.)

___ In a future change to this directive, please include coverage on the following subject: (Briefly describe what you want added.)

___ Other comments:

___ I would like to discuss the above. Please contact me.

Submitted by: _____ Date: _____

FTS Telephone Number: _____ Routing Symbol: _____

FAA Form 1320-19(8-89)